



**Job Title:** Sports Manager  
**Department:** Sports  
**Status:** Full time, exempt position, comprehensive benefits package & vacation/ PTO based on policy  
**Location:** Positioned at State Office (Beaverton)  
**Reports to:** Chief Operating Officer

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### **Mission Statement**

Special Olympics Oregon (SOOR) provides year-round sports training and athletic competition in a variety of Olympic-type sports for children, youth and adults living with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

### **EEO Statement:**

Special Olympics Oregon is an equal employment opportunity organization.

### **Primary Responsibilities**

#### **Sport Management**

- Assist with creation and implementation of statewide sports plan and calendar
- Assist in scheduling, planning and supporting regional and state level competitions
- Assist with recruitment and training of Games Organizing Committees to produce competitions
- Assist with on-going updates of seasonal sports competition information and rules updates
- Assist with recruiting and training members of Sport Management Team (SMT)
- Assist with recruitment and training of day of event volunteers needed to conduct competitions
- Assist with coordination of Team USA/Oregon delegation for World Games and USA Games and other sport partnership projects
- Ensure compliance with National Governing Body, SOI, SOOR rules at all competitions and events
- Work alongside the Program & Volunteer Services (PVS) team to communicate sports and competition updates with local programs, volunteers and supporters
- Support PVS to create, update and implement sport resources and materials
- Help with organization and procurement of sports equipment and event supplies
- Assist with data processing of athlete registration and games management information

#### **Coach Education**

- Attend SONA/ SOI coach education conference calls and meetings as instructed
- Assist PVS in liaising and recruiting sport specialists, training agencies, etc. to provide sports specific training.
- Work alongside the PVS/UCS team to create and implement in-person coach education conferences and virtual webinar series

#### **Other Duties as assigned**

- Possible oversight and management of interns or volunteers as needed
- Provide ownership, leadership or support to various projects that arise
- General office admin work
- Provide staff support for statewide fundraising initiatives/events as needed



## **CHARACTERISTICS AND CORE COMPETENCIES**

- Bachelor of Arts or Science degree in related field or equivalent experience in a non-profit, events, or sports management setting preferred.
- Experience within Special Olympics movement is preferred but not required
- Demonstrated ability to conduct successful competition or sports events
- Experience organizing coach meetings, education, and trainings
- Proven ability to recruit, organize and manage volunteers
- Ability to work and interact independently with a problem-solving mind-set in a fast-moving, and at times ambiguous environment with competing priorities, yet still able to maintain attention to detail and accuracy.
- Able and willing to perform daily, weekly, monthly and annual jobs in the department as needed. Strong ability to prioritize multiple projects and time demands with a high level of dependability, urgency, personal integrity, transparency, and discriminating judgement.
- A service oriented and collaborative mindset, with a personable and approachable demeanor that reinforces company culture
- Proficiency in Microsoft Office products – Word, Excel, Outlook, PowerPoint. Adaptable, with ability to learn new application systems
- Excellent verbal and written communication skills – including public speaking
- Ability to effectively handle multiple tasks
- Personally dedicated to fostering and maintaining continuous improvement and learning
- Ability to travel around the state and occasionally out of state as duties require
- Must be able to lift 25 lbs.

## **WORK ENVIRONMENT**

This position operates primarily in a professional office environment in Beaverton, OR with office hours typically being Monday – Friday from 8:30 AM – 5:00 PM. In addition to working office hours, staff are required to work events that are in their scope as well as assist at events out of their scope as needed – with most events falling on weekends or evenings. The job will require a car for external meetings and limited travel around Oregon, and there is a possibility of out of state conferences (not frequent or guaranteed). Office attire is typically business casual, but more formal business attire may be needed for meetings.

**\*COVID-19 Update:** Special Olympics Oregon requires all full-time and part-time employees to be fully vaccinated and to have received the COVID-19 booster. Exemptions for sincerely held religious or medical reasons will be considered.

## **EEO STATEMENT**

Special Olympics Oregon is an equal employment opportunity organization committed to an inclusive, diverse, and multicultural work environment. This job description is not all inclusive and may be amended. The selected candidate will be required to pass a criminal history background check. References will not be contacted without permission.

**HOW TO APPLY** To apply, please submit your cover letter, resume, salary history/requirements and three references to [jobs@soor.org](mailto:jobs@soor.org) . No phone calls please.