



Job Title: Special Olympics Manager
Reports to: Athletic Director and/or assigns
Work Schedule: Non-Continuing Position
Salary: Per Marysville Coaches Association Negotiated Salary Schedule

Position Summary:

The Special Olympics Manager is responsible for the Special Olympics athletic program. The manager is responsible for the organization and supervision of the program including budgeting, ordering, inventory, player supervision, awards, team rosters, and equipment management.

Desired Skills:

- Working knowledge of specific sport fitness, safety methods, and techniques
- Ability to commit to an athletic program that fosters the self-worth and self-esteem of all participants
- Ability to teach sports theory and technique
- Ability to model good sportsmanship at all times
- Ability to promote teamwork, fair play, and success
- Ability to willingly support and foster the mission of the Marysville School District
- Ability to communicate effectively with students, parents, teachers, and administration
- Ability to communicate, implement, and uphold district athletic standards

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Organize and supervise the program including budgeting, ordering, inventory, player supervision, awards, team rosters, and equipment management.
- Participate in athletic registrations
- Issue and care of sports equipment during and after season
- Compile eligibility lists and other reports
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Minimum Qualifications:

- High school diploma or equivalent required
- Rules Clinic Attendance
- Continuing Education Standards – 30 hours prior to the 3rd season of coaching for new coaches and 15 hours every three years thereafter
- Successful coaching experience in appropriate sport
- Must have excellent moral character
- Must have excellent organizational and motivational skills
- 1st Aid & Adult/Child CPR training (completed within 30 days from date of hire and to be maintained for the duration of this job)
- Type II Driver’s License or willingness and ability to obtain (maintained for the duration of this job)
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

Work is typically performed outdoors; requires substantial extra-hours work, travel between sites, stamina and endurance, and physical exertion associated with demonstrating techniques; must be willing to work outdoors in inclement weather; may be required to balance, crouch, crawl, bend, kneel, and stand for prolonged periods; may be exposed to high noise levels and childhood diseases; and may experience a multitude of demands and changing priorities with frequent interruptions.

Or

Work is typically performed in a gymnasium; requires substantial extra-hours work, travel between sites, stamina and endurance, and physical exertion associated with demonstrating techniques; must be willing to work outdoors in inclement weather; may be required to balance, crouch, crawl, bend, kneel, and stand for prolonged periods; may be exposed to high noise levels and childhood diseases; and may experience a multitude of demands and changing priorities with frequent interruptions.

Evaluation

The Special Olympics Manager shall be evaluated within 30 days of the close of the sports season by the Athletic Director pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History

Job description developed April 2011.

Job description revised April 2012.

Job description revised July 2014.