



## **Regional Administrative Manager – Greater Philadelphia Region**

**Department:** Programming

**Reports to:** Greater Philadelphia Regional Executive Director

**Location:** This position is located in the Headquarters office in Norristown, PA

**FLSA Status:** Non-Exempt

### **Position Summary:**

Special Olympics Pennsylvania (SOPA) is embarking on an exciting reorganization and seeks an enthusiastic person to oversee athlete and volunteer administration within the Greater Philadelphia Region which includes Bucks, Chester, Delaware, Montgomery and Philadelphia Counties. This position will be responsible for providing superior customer service to athletes (individuals with intellectual disabilities) and/or their families as well as volunteers throughout their registration, onboarding, and training. Once registered, the administrative manager will ensure athletes and volunteers are activated locally.

### **Key Responsibilities:**

- Athlete Recruitment:
  - Ensure registration requirements are met in a timely matter to include processing of medical.
  - Provide customer support.
  - Connect athlete with site to ensure activated locally.
- Volunteer Recruitment:
  - Ensure registration requirements are met in a timely matter to include background clearances as well as trainings.
  - Provide customer support.
  - Connect volunteer with site to ensure activated locally.
  - Assist with transition of Class B volunteer, someone with casual or limited contact with athletes, to Class A volunteer, someone who is or may be in immediate contact with athletes.
- Athlete and Volunteer Retention:
  - Call or mail athletes and volunteers who remain expired after allotted time
- Other related duties as assigned such as but not limited to:
  - Financial record keeping.
  - Contract and insurance management.
  - General office duties to include meeting set-up and coordination for all Leadership Teams, and other meetings as needed.
  - Managing office day-to-day needs (i.e., supplies, mail management, etc.)

### **Qualifications:**

- Excellent customer service skills and ability to professionally, cheerfully, and calmly communicate with all constituents to include staff, volunteers, athletes, and families.
- Proven experience to effectively communicate both verbally and in writing. Ability to work with others assuring a professional demeanor is always maintained.
- Strong computer skills, proficiency in use of Microsoft Office software required.
- Proven experience in project and/or task coordination.
- Ability to multi-task and meet deadlines.

**Minimum Requirements:**

- 20 hours per week and office hours per M-F days are flexible.
- High school degree is required; Associates degree in office administration, similar training or proven experience preferred.
- Criminal history check and fingerprinting is required of all SOPA employees during the course of their employment. Your employment is conditional, pending the results of the background check.

Serious applicants will provide a cover letter, resume, and salary requirement to [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org).

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

**ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. The athletes of Special Olympics -- over 13,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit [www.specialolympicspa.org](http://www.specialolympicspa.org).