



Program Manager

Responsibilities:

- Ensure that the mission of Special Olympics Pennsylvania is understood by all program management and volunteers and is incorporated into all program elements.
- Understand the roles and responsibilities of all management team members and assure they are carried out, as outlined in the specific management team position descriptions.
- Provide regular updates to local program management team and SOPA Field Director.
- Oversee the administration of the approved local program budget.
- Ensure that the program maintains a full complement of qualified and committed volunteers to support the program needs.
- Ensure all required reporting is completed and submitted in a timely manner.
- Ensure program is represented at scheduled conferences, meetings, conference calls, and trainings.
- Ensure that the program meets the Minimum Standards for Accreditation on an annual basis.

Reporting Requirements

- Provide regular updates to local program management team and SOPA Field Director.
- Oversee the administration of the approved local program budget.
- Ensure that the program maintains a full complement of qualified and committed volunteers to support the program needs.

Local Program Additional Needs: