

SPECIAL OLYMPICS MASSACHUSETTS JOB DESCRIPTION

TITLE: Section Office Manager

DESCRIPTION: Provide administrative support to the Section Director and Associate Section Directors who provide direct service to Special Olympics athletes within the section. Overseeing the entire registration process for State Games is the key responsibility of this position.

SUPERVISOR: Section Director

RESPONSIBILITIES:

Receives, proofreads, corrects and processes all training and registration forms from Section programs for statewide tournaments and section competitions.

Key liaison between coaches and local program coordinators for registrations, housing, medical applications and Class A forms. Obtains, enters and maintains records of all medical applications and Class A forms for section.

Runs all necessary reports.

Maintains all records needed for State reports and provide technical assistance to areas where needed.

Invoices local program fees in a timely manner

Manages various databases which require proficiency in most Microsoft Applications i.e. MS Word, Excel and Access including:

- Fund-Raising

- Competition

- Athlete, volunteer, coach & family data for SOMA Games program

- Registrations for Tournaments (Games Management System)

- Mailing labels

General Office Management:

- General filing, phone calls, office organization

- Coordinates volunteers for office related assistance

- Sends donation thank you letters

- Oversees section expenses and forward information to state office for processing

- Coordinates and prepares special events packets

In addition:

- Attends sectional and state events as needed for administrative support

- Performs any other duties that may be assigned by the Section Director

EVALUATION:

The Section Office Manager will be evaluated by the Section Director in January and July of each year.