



Program Events Manager

The Program Events Manager provides critical administrative and operational support to the sports, competition, and events teams. This role is the "engine room" of our events, managing the vital logistics—from housing and data to equipment and volunteer check-in—that enhance the quality of state and region competitions. The Program Events Manager will ensure that the behind-the-scenes details are handled with precision so that athletes and coaches can focus on the finish line.

Duties and Responsibilities:

Event Logistics & Venue Operations

- **Stewardship & Support:** Coordinate general logistics for statewide competitions, including on-site venue operations and troubleshooting.
- **Housing Management:** Lead the administrative components of housing and hotel blocks for all state-level competitions and region events as required.
- **Vendor Relations:** Collaborate with staff to acquire vendors and ensure all contract obligations are fulfilled, maintaining positive long-term relationships with suppliers.
- **Equipment Oversight:** Maintain a meticulous inventory and organization system for all event equipment, signage, and materials.

Volunteer Coordination & Recruitment

- **Day-of-Event Support:** Recruit, register, and provide on-site support for "day-of" volunteers for state and region championships.
- **Training & Education:** Assist program staff in implementing coach education and volunteer training sessions, ensuring all supporters are prepared for their roles.
- **Outreach:** Support community outreach efforts to engage and recruit new volunteers, advocates, and supporters while increasing awareness of the organization's mission and opportunities for involvement.

Data & Administration

- **Data Management:** Handle data entry and utilize games management software to ensure accurate athlete and volunteer records.

- Reporting: Generate competition reports and post-event summaries to evaluate success and identify areas for improvement.
- Administrative Flow: Manage timelines and checklists to ensure all department deadlines are met leading up to major events.

This position is exempt.

Supervisor: Director of Events

5/7/26

To apply for the Program Events Manager position, please send a cover letter and resume to Lisa Garnett, Human Resources Director, at lgarnett@specialolympicsva.org by Tuesday, May 26th.