

Title: Operations Manager (Part time)

Reports to: Executive Director

Compensation: \$15.00/hour

Last Updated: September 9, 2020

Job Requisites and Summary

- Successful completion of a background check
- Serve as an ambassador of the SPT brand
- Prior involvement as volunteer, parent, or another role in SPT
- Working knowledge of Word, Excel, and other Microsoft software packages
- Based on 1000 hours/year

Primary Duties and Responsibilities

- Assist Executive Director as requested with communications, documentation, and distribution of information
- Administrative support in assisting Board Chair and Board members as necessary
- Assistance with pre-planning and preparation for special events
- Professional and timely communications to inquiries from vendors, volunteers, and sponsors
- Interface with Board Treasurer regarding monthly financial reports supporting deposits and credit card transactions
- Monitor website for calendar updates
- Assist with storage and distribution of equipment and other inventory in rented storage space
- Support the Special Olympics Georgia liaison representing Special Pops Tennis

Skills, Knowledge, and Abilities Needed to Perform the Job:

- Through knowledge of the SPT's mission, vision, and values
- Strong interpersonal and communication skills (oral and written)
- Ability to organize and prioritize tasks through proper time management
- Willingness to accept and perform new challenges

Core Competencies

- Familiarity with SPT adaptive tennis program
- Basic knowledge of the intellectual disability population served by SPT
- Analytical thinker
- Effective communicator

Created by Jim Hamm