



**POSITION TITLE:** Unified Champion City Schools Coordinator  
**DEPARTMENT:** Sports & Programs  
**LOCATION:** Milwaukee  
**REPORTING TO:** Director of Unified Programs  
**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**LAST UPDATED:** May 2023  
**START DATE:** August 1, 2023

**POSITION SUMMARY:**

Special Olympics Unified Champion Schools® (UCS) is a strategy for school's Pre-K through university that intentionally promotes meaningful social inclusion by bringing together students with and without intellectual disabilities to create accepting school environments, utilizing three interconnected components: Special Olympics Unified Sports®, inclusive youth leadership, and whole school engagement. Within the UCS strategy, there is a targeted strategy called, Unified Champion City School (UCCS), which is a focused approach to amplify the essential elements of UCS within city school districts. Specifically, UCCS amplifies Special Olympics UCS work in underrepresented and underserved communities, builds new stakeholder relationships, establishes a presence that extends work from schools into each city's greater community, and grows UCS implantation in new schools and new communities.

The **Unified Champion City Schools Coordinator** (UCCS) is part of a dedicated team of professionals who, utilizing SOWI's Guiding Values, work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes, and the community.

This position will lead the efforts of the Special Olympics Wisconsin office, and act as coordinator of all efforts to **introduce, inform** and **educate** relevant constituents to implement the Unified Champion City Schools' (UCCS) strategy. The Coordinator will spend the majority of their time directing attention, resources and capacity to eligible districts in Milwaukee, Racine, and Beloit.

The **Unified Champion City Schools Coordinator** will engage with leadership to integrate UCCS as a critical element of state-level approaches, promoting UCS and the 3 components, particularly in new communities and Unified Champion Schools (UCS) to achieve the goals, objectives, standards and mission of Special Olympics Wisconsin.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Execute Special Olympics Wisconsin's Strategic Plan.
- Develop and execute annual work plan and goals.
- Recruit and manage all Unified Champion City Schools in Milwaukee and various qualifying districts.
- Work in partnership with Milwaukee Parks and Recreation Departments.
- Cultivate relationships by consistently meeting with individuals and groups virtually or in-person.
- Collaborate with Marketing to curate various digital documents, flyers, social media posts, etc.
- Utilize digital tools and social media to promote the UCS efforts and ensure materials and resources to promote UCS are being deployed effectively.
- Engage with leadership to integrate UCCS as a critical element of state-level approaches, promoting UCS and the 3 components, particularly in new communities and schools.
- Liaise between the state Program, and school district, community, social, and civic organizations, connecting regularly, to promote progress on the UCCS project.
- Approve, code, and forward all invoices to the State office for payment.
- Serve as a resource and support for regional agencies, UCS, coaches and teachers with regard to training, competition and unified sports.
- Provide regular communication of activities and events within the region to UCS, coaches, teachers, families, volunteers and the State office.
- Abide by and comply with program deadlines.

- Attend meetings, public speaking events, workshops, seminars, clinics, conferences and program events and serve on committees, to expand UCCS awareness, as needed.
- Promote the mission of Special Olympics Wisconsin, Inc.

This job description describes the general nature and scope of the responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor’s degree in Education, Sports Management, Recreation, Physical Education, or similar field of study; and a minimum of three (3) years, working in a school district setting.
- Experience with Milwaukee Public Schools preferred.
- Demonstrated ability to work independently and in a team environment.
- Experience with developing and managing a budget.
- Proficiency with MS Office including Microsoft Word, Excel, and other software such as MS Teams.
- Demonstrated ability to create and use Google Forms.
- Valid Driver’s License.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Passion for the Special Olympics vision, mission and values for individuals with intellectual disabilities.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.
- Detail-oriented leader who can engage with constituents at all levels of community, school-based and school district organizations.
- Strong oral, written and interpersonal communication skills.
- Ability to manage multiple projects, at one time.
- Analytical thinker with strong conceptual and problem-solving skills.

**WORK ENVIRONMENT AND JOB SPECIFICATIONS**

The work environment and job specifications listed below are representatives of those that must be met by an employee with or without accommodations, to successfully perform the essential functions of this job.

- Office work environment
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space of equipment used to perform the duties of the position.
- Work with frequent interruption
- Sit for extended period of times.
- Lift and/or move up to 50 pounds.
- Ability to travel statewide.
- Some weekends, evenings and overnights, will be required.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_