

POSITION TITLE: Unified Champion School (UCS) Manager
DEPARTMENT: Sports & Programs
LOCATION: Madison or Milwaukee
REPORTING TO: Director of Unified Programs
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt
CLASSIFICATION: Full-Time
LAST UPDATED: September 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 UCS Manager 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 manage the implementation of Special Olympics Wisconsin's (SOWI) Unified Programs (6 – 12 and post-secondary education). In addition, the UCS Manager will work with the community and others to promote Special Olympics Unified Programs and further 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.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Abide by Special Olympics Wisconsin, Inc. (SOWI) Guiding Values.
- Recruit sites for Unified Champion School strategy, including schools, recreation departments, and other organizations; and facilitate program implementation.
- Develop timelines and strategic planning initiatives for 6th-12th grade and college level youth involvement and activities statewide.
- Direct the Youth Activation Committee along with the Early Education UCS Manager.
- Collaborate with the Early Education UCS Manger on district-wide outreach initiatives.
- Recruit and onboard new members of the Youth Activation Committee, as needed.
- Communicate with project liaisons (teachers, coaches, school counselors, etc.) and SOWI staff.
- Develop UCS program materials.
- Manage mid-term and year-end data collection and reporting for Unified strategy timely.
- Manage program supplies and equipment.
- Develop and prepare content for website and social media posts.
- Develop and support the transition of UCS participants through all grade levels into SOWI traditional programs.
- Approve, code and forward all invoices to the Program Office for payment.
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences, and program events and serve on committees and task forces, as requested.

- Support Special Olympics Incorporated and Special Olympics Wisconsin initiatives, as directed.

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 Sports Management, Communications, Education, Recreation, Physical Education, related field of study, preferred.
- Three (3) years of related work experience, preferred.
- Experience and knowledge of sports, event management, volunteer management and persons with intellectual disabilities.
- Experience working in a variety of educational settings, preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Effective verbal, written, and interpersonal communication skills, with the ability to interact with school administration, staff, students and families.
- Demonstrated ability to work in a team environment.
- Ability to work independently and organize work to meet established deadlines; solve problems using good judgment; understand when to seek assistance or guidance from others.
- Proficiency with Windows and Microsoft Word, Excel, and Power point. Familiarity with Google docs and forms, desired.
- Effective time management skills.
- Valid Driver's License.

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 and/or remote 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.

Employee Signature

Date