

Director of Unified Champion Schools



The **Director of Unified Champion Schools** reports to the **Vice President of Programs**

Position Overview

This position works closely with schools around the state of Wyoming. Special Olympics Unified Champion Schools® (UCS) is a strategy for schools Pre-K through College that intentionally promotes meaningful social inclusion. UCS brings together students with and without intellectual disabilities through sports, leadership, and whole school engagement opportunities to create accepting school environments.

Responsibilities and Duties

Unified Champion Schools

- Serve as the Special Olympics Wyoming (SOWY) liaison for school programs, providing consistent communication along with establishing and strengthening relationships with school contacts.
- Manage the grant that supports UCS and this position, including grant writing, budgeting, and monthly reporting.
- Support schools in implementation of UCS programming by providing information, equipment, and other resources.
- Travel to schools and communities throughout Wyoming to network, recruit, and educate.
- Implement all 3 components of the UCS concept in an increasing number of schools in Wyoming: unified sports, inclusive youth leadership, whole school engagement.
- Collect and maintain data from individual schools, including participant numbers and event information.
- Conduct meetings with UCS liaisons at schools and develop communication materials, including a monthly newsletter, to ensure clear and open communication with all schools.
- Support SOWY Youth Activation Committee (YAC) and statewide Inclusive Youth Leadership opportunities.
- Work with the Special Olympics North America team to ensure national goals are being met.
- Implement Young Athletes (YA) programs around the state.

Other

- Responsible for the planning and implementation of the annual Leadership Conference and Youth Summit.
- Coordinate with Director of Program Services to provide efficient field work strategies and outreach.
- Work collaboratively with internal team members to further develop opportunities throughout the state.
- Attend all statewide competitions and events; provide assistance with competitions, fundraisers, and events.
- Enter participant paperwork into Special Olympics Wyoming software and maintain athlete records.
- Perform other duties as assigned.

Requirements

- Bachelor's degree or combination of equivalent similar work experience/education required.
- Strong organizational and communication skills required. Ability to handle multiple projects simultaneously and willingness to work in a team setting as well as independently.
- Proficient in Microsoft Office programs and current social media platforms.
- Experience with Special Olympics or a school-based setting preferred.
- Travel statewide and work a non-traditional 40+ hour week at times, causing 50- or 60-hour work weeks. Position may also require occasional out of state travel and training.
- Physical Demands: Position requires both standing and sitting. Must be able to lift and carry light loads (10-40 pounds).

Other Skills/Abilities

- Serve as a spokesperson for the organization as needed.
- Understand and share the Special Olympics Mission Statement.
- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program.

TO APPLY: Please submit resume and cover letter to Jennifer Haines, President & CEO by email to ceo@specialolympicswy.org detailing why you would like to work for Special Olympics Wyoming. Applications will be reviewed as they are received. Inquiries may be directed to Jen at (307) 235-3062.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

About the Director of Unified Champion Schools position:

This position is Full-Time Exempt and is not eligible for overtime. Salaried position with a starting range of \$44,000-\$47,000 annually DOE. Position based at the Casper, WY office. The position offers health and dental insurance for employee; company pays 75% of premium. Retirement plan match of up to 3% available after 90 days. Additional benefits include paid vacation, personal, holiday, and sick leave.

Diversity, Equity, and Inclusion are at the heart of all that we do at Special Olympics Wyoming as we strive to promote unity and create a world where everyone belongs. We value, celebrate, and respect all differences, backgrounds and perspectives and understand that greater diversity and inclusion creates a stronger and more innovative organization that delivers better results as we work with the athletes in all communities.

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