Director of Unified Champion Schools

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

Position Overview
Special Olympics Unified Champion Schools® is an education-based project, funded by the U.S. Department of Education that uses the sports and education programs of Special Olympics to activate school communities to promote inclusion and advocacy for people with intellectual disabilities.

Responsibilities and Duties

Unified Champion Schools
- Responsible for all functions of Unified Champion Schools (UCS) grant, including grant writing, implementation, expansion strategies, and monthly reporting
- Serve as the UCS program contact for Special Olympics Wyoming, providing consistent communication along with establishing and strengthening relationships with school contacts
- 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 teach
- Implement all components of the UCS concept in an increasing number of schools in Wyoming
- Collect and maintain individual school data
- Provide professional development opportunities for students and educational leaders
- Prepare and manage an annual budget as it relates to UCS to accomplish the goals of Special Olympics Wyoming
- Conduct meetings and develop communication materials to ensure clear and open communication between all UCS

Young Athletes Program (YAP)
- Develop plan to implement new YAP offerings in schools and communities in Wyoming
- Increase participation in existing programs
- Communicate with YAP liaisons and contacts around the state
- Oversee demonstration activities, distribution of equipment, and materials

Other
- Manage and support the use of the Special Olympics games software (GMS) at all levels of the organization
- Coordinate the planning and implementation of the annual Leadership Conference
- Work collaboratively to develop programs, competitions and events
- Provide assistance with competitions and events
- 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.
- Experience with Special Olympics or in 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.
- Proficient in Microsoft Office programs and current social media platforms
- 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

About the Director of Unified Champion Schools position:
Salary position with a starting range of $40,000-$43,000 annually. Position based at the Casper, WY office. Position includes 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.

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.