

Position Description

Position Title: Senior Director of Unified Champion Schools and Unified Champion City Schools	Supervisor: President and CEO
Department: Program	Full or Part Time: Full time
FLSA Status:	Salary Range: \$60,000 – \$80,000
Position Code:	Revision Date: 8-1-2023

Position Summary
<p>Senior Director of Unified Champion Schools, Unified Champion City Schools is responsible for leading Special Olympics Rhode Island’s (SORI) Unified Champion City Schools (UCCS) and supervising Unified Champion Schools (UCS) Programs. Provides Strategic support for the Diversity, equity and Inclusion program for UCCS, UCS, and overall organization. Supports UCS, UCCS, Health and Fitness programs consistent with the mission, goals, and philosophy of Special Olympics, Inc. Reports to the President and CEO and is a member of SORI leadership team.</p>
Essential Functions/Position Responsibilities
<ul style="list-style-type: none"> • Provides strategic leadership and direction for UCCS and UCS programs. • Manages partnerships to include coaches, principals, athletic directors and/or school-based liaisons. Collaborates with Rhode Island Interscholastic (RIIL) and Rhode Island Principals’ Committee on Athletics RIPCOA to coordinate all UCCS and UCS activities. • Supervises and collaborates with Associate Director of Unified Champion Schools & Youth Engagement • Plans and organizes UCS and UCCS Fall and Spring coaches’ meetings. • Leads, promotes, and advances UCCS programming within Providence Public Schools. • Builds community support and educates prospective partners about the benefits of UCCS. • Create and launch UCCS PILOT program(s) in collaboration with all stakeholders. • Ensures payment processes for officials of all league games and state tournaments is properly operating. • Assists with education and training for officials participating UCS and UCCS unified sports. • In collaboration Associate Director of Unified Champion Schools & Youth Engagement, develops and oversees Unified Juniors programs with urban schools and throughout the state. Creates pathways for children ages 8-15 in UCS to participate in Unified Sports at the community level. • Manages and creates UCS and UCCS budgets in collaboration with Director of Finance and Grant PI. • Oversees and collects data related to UCS and UCCS school activities for monthly, midterm and final reports. • In collaboration Associate Director of Unified Champion Schools & Youth Engagement, creates opportunities for Unified Physical Education at the Middle and High Schools levels. • Assists with planning, implementation, and management of state-wide Health and Fitness Program including opportunities for the SORI community to engage in health and wellness activities through in-person and virtual mediums (Unified Fitness, Fit 5, and Health and Wellness). • Collects data and tracks participation in health and fitness programming at Summer Games for the purpose of ensuring we are making an impact. • Develops a fitness and training plan to prepare athletes attending Special Olympics Rhode Island Summer Games, USA and World Games. • Serves as a subject matter expert on current on health and fitness training resources from Special Olympics Inc., to provide educational resources to SORI local teams, coaches, athletes, families, and volunteers to participate in ongoing health and fitness programming. • Maintain professional and technical knowledge by participating in educational opportunities; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. • Knowledgeable of all Special Olympics UCS competition, gameplay, rules, and regulations.

- Maintain quality service to athletes, partners, coaches, family members, and volunteers by setting customer service standards; analyze and resolve quality and customer service problems; identify trends; recommend and implement system improvements.

Secondary Responsibilities

- Shares success stories with SORI communications department to raise awareness about Special Olympics Rhode Island and Unified Champion Schools.
- Assists grant writer in identifying funding sources, completing applications, data collection, and reporting.
- Assists with cultivation and stewardship of sponsors and donors who support UCS, UCCS, Health and Wellness programs.
- Other duties as assigned, which may include items such as PILOT programs, assisting with other events, and other support and assignments as needed.

Qualifications & Requirements

- Bachelor’s degree in sports management, education, or related field is required.
- PhD or Masters in sports management, education, or related field is strongly preferred.
- A minimum of five years’ experience in the sports, education and/or health sector preferred.
- Working knowledge of Providence Public Schools or similar local education authority a PLUS.
- Working knowledge of DE&I strategies to advance SORI’s mission.
- Knowledge of common health disparities for individuals with intellectual disabilities is preferred.
- Knowledge and/or experience working with urban city schools is preferred.
- Management experience with the ability to delegate effectively and communicate openly is required.
- A high level of energy and the ability to make decisions independently while collaborating with organizational leadership.
- Strong interpersonal skills with the ability to make presentations to groups as well as build one-on-one relationships within the community are required. Public speaking experience is a plus.
- Strong analytical, written, and verbal communication skills.
- Ability to prioritize and meet deadlines.
- Demonstrates knowledge of computers and proprietary system/software programs such as those utilized by SORI.
- Extensive night and weekend work and travel is required.
- Demonstrated ability to interact with diverse groups of individuals.
- Demonstrated ability to provide a high level of customer service to a variety of stakeholder groups.
- Previous experience working with programs that serve individuals with intellectual disabilities is preferred.

Special Olympics of Rhode Island operates is an Equal Opportunity Employer and an Affirmative Action Organization. SORI provides equal employment opportunity to all qualified applicants and employees without regard to race, color, religion, gender (including pregnancy, childbirth, or related medical conditions), national origin, age, disability, genetic information, veteran status, sexual orientation, and gender identity or expression, mental or physical disability, or any other characteristic protected under federal, state, or local anti-discrimination laws.

Interested candidates should submit a cover letter and resume to careers@specialolympicsri.org or visit <http://www.specialolympicsri.org/>.

ESSENTIAL FUNCTION				
ESTIMATE OF PHYSICAL, ENVIRONMENTAL & MENTAL REQUIREMENTS				
Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Lifting under 40 lbs.			X	
Lifting over 40 lbs.	X			
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing			X	
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Odors	X			
Exposure to Heat / Cold Temps		X		
Working Inside and Outside			X	
Climbing Stairs	X			
Sedentary Work			X	
Typing / Data Entry/ Computer		X		
Stooping			X	
Driving			X	
Walking		X		
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Bending		X		
Twisting Neck	X			
Bending at Waist		X		
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms	X			
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Repetitive movement: foot	X			
Kneeling	X			
Driving			X	
Hearing			X	
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more				X

Acuity, Near – Clarity of vision at 20 inches or less				X
Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.				X
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.				X
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.				X
Color Vision – Ability to identify and distinguish colors.				X
Cognitive Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Communications Oral				X
Communication Written				X
Mechanical Concepts	X			
Interpreting Skills			X	
Implementing				X
Evaluating			X	
Organizing				X
Consulting			X	
Analyzing			X	
Presenting				X
Supervising		X		
Ability to Deal With:				
• Stressful situations				X
• Trauma, grief, death	X			
• Public Contact				X
Decision Making				X
Work with Others				X
Work Alone		X		
Concentration			X	
Comprehend and follow instructions			X	
Relate to Others				X
Influence Others				X
Perform complex or varied tasks			X	

Additional Comments: