

## Position Description

<b>Position Title:</b> Unified Champion Schools Manager	<b>Supervisor:</b> Senior Director of UCS and UCCS
<b>Department:</b> Program	<b>Full or Part Time:</b>
<b>FLSA Status:</b>	<b>Salary Grade:</b>
<b>Position Code:</b>	<b>Revision Date:</b> 1-9-2025

### Position Summary

The Unified Champion Schools Manager is responsible for supporting the year-round efforts of Special Olympics Rhode Island's (SORI) Unified Champion Schools (UCS) Program. Leads all aspects of youth program initiatives statewide, including Special Olympics Unified Champion Schools (UCS), SO College and other initiatives involving youth which are aimed at enhancing the Special Olympics athlete and partner experience. Reports to the Senior Director of Unified Champion Schools and Unified Champion City Schools.

### Essential Functions/Position Responsibilities

- Manages the Unified Champion Schools program
- Collaborates with Unified Champion Schools Coordinator
- Assists with developing and managing relationships and communications with coaches, and/or school-based liaisons
- Assists with Rhode Island Interscholastic (RIIL) to coordinate all UCS activities
- Manages elementary school programs and unified activities throughout the school year
- Assists with scheduling and organizing state-wide Unified Champion Schools tournaments and league play for participating sports teams at the middle and high school levels
- Assists with planning and organization of UCS coaches' meetings in the Fall and Spring
- Assists with education and training for officials participating UCS unified sports
- Recruit, provide orientation and training, and monitor activities of schools participating in UCS. Supports efforts to grow UCS in Rhode Island and its initiatives to reach strategic goals
- Manage UCS registration process to include athlete/partner annual school-based registration forms and school-based liaison information
- Maintains technical knowledge of all Special Olympics UCS competition, gameplay, rules, and regulations, highly preferred
- Assist with UCS budget in collaboration with Senior Director of UCS and UCCS, Director of Finance and Grant Writer
- Supports monthly, midterm, and final reports, including program and financial activity, to SONA- UCS
- Identify, recruit, and facilitate unified activities, youth leadership and whole school engagement, at the elementary, middle, high school and college levels throughout Rhode Island
- Collects, tracks, and reports data activity on Unified Champion Schools
- Develop program guides and other resources for UCS, school partnership programs, and Young Athletes programs
- Manage all special recognition events and processes
- Provide technical assistance to schools applying for National Banner School recognition and planning National Banner events
- Represent the organization at business and organization meetings as needed
- Maintain professional and technical knowledge by participating in educational opportunities; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in SONA networking events

### **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**

- Associate's degree in sports management, education, or related field is required. Bachelor's degree preferred.
- Preferred minimum of 2-3 years of professional level experience in a role with Special Olympics or related field.
- Experience developing, expanding and cultivating volunteer and agency relationships.
- High energy and passion for Special Olympics' mission.
- Strong time management, organizational and budget management skills.
- Attention to detail, the capacity to handle and organize multiple projects simultaneously and good interpersonal skills.
- Ability to work independently with limited supervision and a positive attitude.
- Ability to foster effective working relationships within a team environment.
- Computer skills to include proficiency with Windows, Microsoft Word, Excel, PowerPoint, Outlook and Canva.
- Excellent communications skills and the ability to present effectively to small and large groups.
- 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.

Special Olympics of Rhode Island operates as 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](mailto: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

<b>Physical Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
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
<b>Cognitive Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
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	
<b>Additional Comments:</b>				