

Position Description

Position Title: Unified Champion Schools Coordinator	Supervisor: Senior Director of Unified Champion Schools
Department: Program	Full or Part Time: Part Time (15-20 hours per week)
FLSA Status:	Salary Grade:
Position Code:	Revision Date: 11-05-2025

Position Summary

As a vital member of the Special Olympics Rhode Island program staff, the Unified Champion Schools Coordinator will gain hands-on experience in game management, athlete and partner evaluation, team divisioning, and tournament preparation for Unified Middle School, High School, and College Sports. This role supports the UCS Senior Director and UCS Manager in the operations and execution of Special Olympics Rhode Island's Unified Sports Program.

Essential Functions/Position Responsibilities

- Assist with Unified basketball operations and be a proactive presence at games.
- Assist with evaluating teams, athletes, and partners in preparation for playoffs and state meet.
- Assist with data collection and tracking for grant reporting as it pertains to Unified Sports.
- Provide up to date reports including rosters, scores, and coaches certifications.
- Assists with technical support, and communications with existing UCS schools and prospective UCS schools.
- Any other responsibilities as assigned.

Qualifications & Requirements

- High School Diploma required
- Must have ability to work nights and weekends
- Strong organizational skills
- Ability to work independently as well as with a team member
- Ability to be flexible and adjust priorities, as needed
- Professional appearance
- High energy and passion for Special Olympics' mission
- Proficiency in Windows, Microsoft Word, Excel, PowerPoint, Outlook and Canva
- Schedule and hours are flexible and will change depending on scheduled events

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:				