



POSITION DESCRIPTION

7/17/2018

TITLE

Unified Champion School Coordinator

DESCRIPTION

The Unified Champion School Coordinator supports the implementation of Special Olympics Wisconsin's (SOWI) Unified Programs (PREK – 12; SO Colleges) including the Unified Sports Programs conducted by the Madison School and Community Recreation (MSCR). In addition, the Unified Champion School Coordinator will work with the community and others to promote Special Olympics Unified Programs and further the goals, objectives, standards and mission of Special Olympics Wisconsin. This is an exempt, limited term position.

QUALIFICATIONS

- Bachelor's degree in relevant field (Education, Health Promotions, Recreation, Physical Education, Sports Management) and at least three (3) years of related experience.
- Experience in school settings.
- Previous experience working with individuals with intellectual disabilities, desired.
- Experience in program management, event management, or similar type work, desired.
- Effective verbal, written, and interpersonal communication skills, with the ability to interact with school administration, staff, students and families.
- Demonstrated ability to work in a team environment.
- Proficiency with Windows and Microsoft Word, Excel, and Power point. Familiarity with Google forms and documents, desired.
- Demonstrated ability to work in a team environment.
- Ability to work independently and organize work to meet established deadlines; solve problems using good judgment; understand when to seek assistance or guidance from others.
- Proficiency with MS Office including Microsoft Word, Excel, Access and Power point. Familiarity with Google forms and documents, desired.
- Valid Driver's License.
- Effective time management skills.
- Some weekends, evenings and overnights, will be required.

RESPONSIBILITIES

- Abide by SOWI Guiding Values
- Execute Special Olympics Wisconsin's Strategic Plan
- Develop and execute annual work plan and goals



- Recruit sites for Unified Champion School programming, including schools, recreation departments and other organizations; and facilitate program implementation
- Serve as the key liaison between SOWI and MSCR staff
- Assist MSCR staff in coordinating unified sports events and tournaments
- Communicate with project liaisons (teachers, coaches, school counselors, etc.) and SOWI staff
- Develop UCS program materials
- Assist with data collection and reporting
- Participate in meetings and conference calls, when appropriate
- Manage program supplies and equipment
- Prepare website and social media content
- Support Young Athlete Program implementation
- Approve, code and forward all invoices to the Program Office for payment.
- Complete required reports on a timely basis
- Update and maintain program records and assist with data collection and reporting
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences and program events and serve on committees and task forces, as requested
- Support Special Olympics Incorporated and Special Olympics Wisconsin fundraising projects, as directed.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Other duties as assigned by President/CEO.

SUPERVISION

The Unified Champion School Coordinator reports to the Senior Director of Unified Programs, at Special Olympics Wisconsin.

MISSION

The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Signature

Date