

SPECIAL OLYMPICS SOUTH DAKOTA
Director Unified Champion City School (UCCS)
JOB DESCRIPTION

GENERAL DESCRIPTION

Special Olympics Unified Champion Schools (UCS) is an education-based strategy for school's Pre-K through university that intentionally promotes meaningful social inclusion by bringing together students with and without intellectual disabilities to create accepting school environments, utilizing three interconnected components, Unified Sports, Inclusive Youth Leadership and Whole School Engagement

This position is responsible for assisting VP-Outreach -UCS with the UCCS Program, cultivate and maintain relationships with Sioux Falls Schools, securing school agreements, providing education on the UCS program, identifying liaisons within the schools, assist school liaison in executing the UCCS Program, assist to create and maintain materials, assist in grant reporting, work with the Youth Leadership program within the schools as well as Sports and Competition development and implementation within the schools.

SUPERVISION RECEIVED

Supervised by Vice President- Outreach/UCS

EDUCATION/WORK EXPERIENCE

High School Graduate. College experience preferred or minimum of 5 years experience in the field.

Must pass a background check and have a valid driver's license and a clean driving record

QUALIFICATIONS

- **Excellent written and verbal communication skills including the ability to interact comfortably and persuasively with diverse constituencies**
- **Ability to initiate, organize and follow through with program plans**
- **Strong organizational skills**
- **Willing to work with coaches, athletes and parents**
- **Leadership skills in working with diverse groups and building consensus**
- **Ability to work with volunteers and cultivate sponsors**
- **Team-player to work with all divisions of the organization**
- **Knowledge in Microsoft office: Excel, Power-Point, Publisher, Word**
- **Self-starter, takes initiative, works independently**

WORKING RELATIONSHIPS

Unified Champion School Staff and Students
Community Partners
Special Olympics staff

BENEFITS: Compensation plus benefits – negotiable

SOSD provides medical insurance, vision insurance, and dental insurance at a shared cost. SOSD also participates in a retirement program. SOSD provides Workers Compensation, AD&D, long-term disability, term life insurance, paid holidays, annual Personal Time Off (PTO), and travel expenses. All benefits are explained in the SOSD personnel policies.

EVALUATION:

Evaluations will be completed at the end of 3 months/6 months and then annually in December of each year if requested. Reviews may be done at any time if performance requires an evaluation.

JOB DUTIES AND RESPONSIBILITIES:

Fulfill the mission of the UCS grant.

Assist with implementing, writing and reporting the UCCS grant.

Assist in recruiting schools in Sioux Falls.

Cultivate and maintain relationships with schools and other community members.

Identify school liaisons, athletes and partners.

Assist in educating liaisons about the UCS/UCCS Program.

Assist in the UCS/UCCS day to day program activity.

Work with SOSD staff on UCS sports and competitions.

Assist schools in identifying coaches.

Organizes and implement intermural sports with high school and colleges.

Work with schools to collect data for Special Olympics North America (SONA) reporting.

Assist in identify and secure sponsorships for UCS events.

Work with media to promote events.

Work with Sioux Falls Activity Directors for organizing events.

Special Olympics South Dakota

800 E. I-90 Lane, Sioux Falls, SD

Tel +1 605 331 4117 · 1 800 585 2114

Fax +1 605 331 4328 www.sosd.org

Ensure that local programs conduct training in accordance with state and national Special Olympics Rules and Regulations.

Work with schools to develop Youth leadership groups.

Responsible for social media for UCS/UCCS, this includes Facebook, Twitter, and Instagram.

Attend conferences and events as directed by VP-Outreach-UCS.

Note: Due to the extensive evening, weekend and travel assignments, along with other requirements of the position, the 8:00 – 5:00 concept of work timeframe is impossible to consider. The staff of Special Olympics South Dakota is required to operate with a time frame of whatever it takes to ensure quality results.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned.

Employment by Special Olympics South Dakota, Inc. (“SOSD”), a South Dakota not-for-profit corporation, is not based on a contract and is strictly on an “at will” basis. Employees of SOSD are not guaranteed employment for any definite period. SOSD reserves the right to transfer or terminate employees at any time with or without cause. The employment of all employees may be terminated at the will of SOSD.

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