



Special Olympics Oregon is looking for an enthusiastic, dedicated individual to fill the role of Director, Unified Champion Schools. The person in this role is responsible to direct all aspects of Unified Sports® school competitions and supporting other Unified Champion School Activities. This position is full-time and exempt; occasional evenings and weekends are required.

Position: Director -Unified Champion Schools

Reports to: VP, School Engagement and Outreach

Supervisory Responsibility: Interns, Games Organizing Committees, and key sports volunteers

Description: This position work with the VP, School Engagement and direct all aspects of Unified Sports® school competitions and supporting other Unified Champion School (UCS) activities.

Job Elements

- Assist with creation and implementation of plan for Unified Sports school programs
- Schedule, plan and produce safe, well-organized, school supported regional competitions and school to school games, tournaments, clinics, exhibitions, and league play around the state
- Communicate and provide support to schools with Unified Sports programs
- Participate on OSAA Unified Sports Committee and Oregon Education Leaders Network.
- Promote Unified Sports at statewide conferences/meetings.
- Develop and implement Unified ® leagues in targeted school districts
- Work with Athletic Directors to create game schedules for Unified Sports® soccer and Unified Sports® Basketball
- Organize and implement regional Unified Sports school soccer, basketball, and softball tournaments
- Create School Day Unified Sports Outreach clinics to engage new high schools
- Organize and conduct annual sport-specific coach meetings, Unified Sports training for schools
- Collaborate with league commissioners to expand Unified Sports trainings to high school officials
- Serve as the primary liaison between Oregon Scholastic Activities Association (OSAA) and SOOR in the implementation and expansion of Unified Sports® and other UCS activities
- Take a lead role in expanding partnerships with schools and other sports specific partnerships (Oregon Schools Activities Association, Oregon Athletic Coaches Association, Oregon Athletic Directors Association)
- Work with and expand SO College programs
- Responsible for data management and tracking of paperwork and online team registration
- Provide support to annual Youth Games at Nike
- Recruit participants for Youth Games.
- Assist with preparation of reports required for Unified Schools grant and other special funding
- Work closely with K-12 Unified Schools and high school organizations to promote Polar Plunge activities

- Attend conferences and meetings to educate/promote/plan including OSAA Unified Sports committee meetings, SOOR Board meetings, Oregon Athletic Directors Association meetings (OADA), Oregon Athletic Officials Association meetings (OAOA), and Oregon Athletic Coaches Association meetings (OACA)
- Give presentations as required to general public, school organizations and other related agencies and sports organizations
- Work with sports-related committees and groups to include Unified Sports into other existing sports competitions and athletic activities
- Ensure compliance with National Governing Body and Special Olympics Inc. rules at all school competitions
- Assist with preparation and execution of annual program budget
- Contribute to organizational and partner publications as needed
- Perform other duties as assigned

Qualifications and Desired Characteristics:

- Bachelor of Arts or Science degree in related field or equivalent work experience
- 1-3 year(s) of program development/management
- Experience within Special Olympics movement highly recommended
- 3-5 years' experience working with K-12 schools in managing or directing programs and working with school staff-specifically athletic administrators and coaches
- Demonstrated ability to conduct successful competition or sports events
- Experience organizing coach meetings, and education and trainings
- Proven ability to recruit, train, organize and manage volunteers
- Must be willing to travel through-out State of Oregon and occasionally out of state
- Must be able to lift 25 lbs
- Demonstrated proficiency in the following skills:
 - organizational
 - public speaking
 - interpersonal
 - computer
 - writing

Email cover letter specific to this position, resume, salary requirements and three references, in either PDF or word format to ucs@soor.org

Please use Director of Unified Sports in Schools in the subject line of the email.

Special Olympics Oregon is an equal opportunity employer committed to an inclusive, diverse, and multicultural work environment. This job description is not all inclusive and may be amended. The selected candidate will be required to pass a criminal history background check. References will not be contacted without permission.