**Regional Sport & UCS Director – Greater Philadelphia Region**

**Department:** Program

**Relationships:**

* The Sport and Unified Champion School (UCS) Director for the Greater Philadelphia Region reports to the Regional Executive Director & Unified Champion Schools Sr. Director.
* Supports all assigned schools, developing interpersonal relationships within each school building.
* Will work closely with regional staff in the Greater Philadelphia Region to support community-based activities and competitions.

**Location:**  This position will report to the Norristown, PA Office

**Position Summary**

The Sport & Unified Champion Schools (UCS) Director position will play an important role in supporting and managing school-based inclusion programming in the Greater Philadelphia region of Pennsylvania and supporting community integration. Additionally, this position will assist with meeting overall Special Olympics Pennsylvania (SOPA) strategy goals and objectives. This individual will work directly with teachers, coaches, student leaders, and administrators in assigned schools and help them manage quality UCS programming. This consists of Interscholastic Unified Sports (IUS), interscholastic school teams composed of students with and without intellectual disabilities who train and compete together as equal peers; collaborative inclusive youth leadership and whole school engagement activities designed to promote awareness, education, and acceptance.

**Key Responsibilities:**

Community Program

* Oversee and direct Region 6 Sport Team Leaders (volunteers) for day-to-day activities in region.
* All aspects of coach management ensuring quality training and volunteer experiences. To include but not limited to:
  + Onboarding of new coaches
  + Coach Training schools and Sports certification requirements
  + Preseason meeting
  + Post-season assessments
* Oversee Training Site Assessment evaluation and ensure each site is meeting the established quality standards.
* Manage seasonal sport sign-ups for the Region to include promotion, registration, rosters, and reporting of training numbers.
* Plan and execute Regional Competition events and identify regional events that will serve as qualifiers to state level competition.
* Oversight and responsibility of managing regional, sectional, and state competition participation; registration, transportation, on-site support as needed, post event assessment (feedback), etc.
* with universities/colleges, agencies serving athletes or potential athlete population, school districts, sports organizations including township and park and recreation and volunteer groups to meet activity needs, etc.

Unified Champion School (UCS) Program

* Work collaboratively with the UCS staff to develop and manage relationships with key staff and student leaders at assigned schools. Provide them with the resources, direct guidance, and support needed to achieve excellence in the following UCS components to ensure quality outcomes:
  + Interscholastic Unified Sports (IUS)
    - Work with UCS team to train coaches and ensure they follow the rules and implement the principles of Unified Sports in their practices and competitions.
    - Work with UCS team to ensure that competition management meets the quality standards established by SOPA. This includes a sufficient number of well-trained officials and volunteers, enforcement of the rules, knowledge of the protocols, and necessary venue elements.
    - Work with the UCS team to assist in collecting the required paperwork and entering data and information into the SOPA database.
  + Inclusive Youth Leadership
    - Work with the UCS team to work with the school faculty liaison to ensure an inclusive youth leadership club (students with and without intellectual disabilities) has an effective student governance structure; articulated goals and planned activities; and an understanding of how to best engage students with and without disabilities.
  + Whole School Engagement Activities
    - Work with the UCS team to ensure the school is doing a minimum three school-wide engagement activities led by students which promote education and awareness about inclusion, social justice through sports, anti-bullying, and other school-climate focus areas.
  + School Sustainability
    - Work with the UCS team to engage the inclusive youth leadership club in a fundraising activity to support UCS such as a Cool Schools Polar Plunge.

General

* In conjunction with Region Leadership and staff, the Sports Director is responsible for developing and implementing sports strategies that align with SOPA’s Strategic Plan and ensuring the Region is meeting stated goals.
* Financial management including sports budget(s) presented by programs/training sites to include preparation, execution, and monitoring.
* Administration of policies and procedures, especially those related to sports.
* Public awareness – enhance the visibility of Special Olympics Pennsylvania as a whole and to meet the needs within the Region (i.e., volunteers, donor/sponsor marketing, athletes, etc.).
* Other duties as assigned.

**Candidate must demonstrate experience in:**

* Supervision of volunteer committees.
* Sports activities experience specifically training and competition event planning experience.
* Computer proficiency (able to utilize office software programs including database, Microsoft office applications, including Excel).

**Qualifications:**

* Project management experience with proven ability to work and collaborate in diverse environments; ability to multi-task and meet deadlines in a fast-paced, ever-changing environment
* Ability to work and communicate effectively with teachers and high school students with and without intellectual disabilities
* Demonstrated successful experience motivating, leading, and engaging teachers and students
* An understanding and background in sports management and inclusion programming
* Excellent presentation and communication skills, both verbal and written
* Strong computer skills, proficient in use of Microsoft Office software required
* Bachelor’s degree in education, sports management, leadership or related field preferred, but not required
* Experience working in school-based environments or programs is beneficial
* Willing to chaperone youth with and without intellectual disabilities
* Willingness to travel primarily throughout south central Pennsylvania with occasional travel statewide for event support.

Serious applicants should provide a cover letter, resume, and salary requirement to [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org)

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer.  We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

**ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join “The Inclusion Revolution,” visit [www.specialolympicspa.org](http://www.specialolympicspa.org).