



## **Director, Unified Champion Schools Job Description Posting**

**Background:** Unified Champion Schools (UCS) is a program for schools pre-K through university that intentionally promotes meaningful social inclusion by bringing together students with and without intellectual disabilities (ID) to create accepting school environments utilizing three interconnected components: Special Olympics Unified Sports, inclusive youth leadership, and whole school engagement. At its core, this Unified strategy uses sports as a catalyst for social inclusion and attitude and behavioral change in schools across the nation.

**Purpose:** The UCS Director plans, directs and monitors UCS programs within a designated geographic region of Virginia. The UCS Director is responsible for program development, competition management, and educator training ensuring inclusive and sustainable opportunities for students with and without intellectual disabilities (ID).

The Central UCS Director is based in the Richmond office. The West UCS Director is based in the Harrisonburg office. Staff may telework up to three days a week with their supervisor's approval after the first three months of employment.

### **Duties and Responsibilities:**

#### **Program Leadership & Management**

- Serve as the staff liaison and communication link between the state, area and local programs and schools.
- Oversee the implementation of UCS programs within the region, including school recruitment, educators' training, and competitions.
- Develop and execute an annual region plan to increase the number of participating schools and the percentage of schools implementing all three components.
- Support and train educators to ensure program excellence and sustainability.
- Monitor program performance, data reporting, and compliance with SOVA standards.

#### **Unified Sports**

- Plan, organize, and oversee Feet Meets and other Unified Sports competitions.
- Assist school districts with organizing leagues and creating schedules.
- Ensure all competitions meet SOVA's quality standards for safety, competition integrity, and athlete experience.
- Collaborate with SOVA competition staff to support state-level UCS competitions.

**Youth Leadership Development**

- Support schools to create and sustain inclusive clubs for students with and without ID.
- Provide training to empower youth leaders to implement UCS activities at their schools and in their communities.
- Promote leadership development opportunities for students with and without ID.

**Whole School Engagement**

- Ensure all UCS schools offer a whole school engagement activity.
- Promote collaborative fundraising opportunities for schools in partnership with development staff.

**Administration & Compliance**

- Manage region budget, resources, and reporting in alignment with SOVA policies and procedures.
- Ensure compliance with all health, safety, and risk management protocols.
- Track and submit program metrics, participation data, and impact stories.

**Qualifications:**

- Bachelor's degree in education, recreation, nonprofit management, sports administration or related field (or equivalent experience).
- Minimum two years of experience in education, program management, sports management or nonprofit leadership.
- Sports background as an athlete, coach, official or competition director.
- Demonstrated ability to manage volunteers and build partnerships.
- Strong organizational, communication, and problem-solving skills.
- Ability to work weekends as required for competitions and events.
- Commitment to the mission and values of Special Olympics Virginia.

**Physical Requirements:**

- Ability to travel regularly within the region and statewide.
- Active participation in organizing and leading sports and community events.

**Performs other duties as assigned.**

**This position is exempt.**

**Supervisor:** Assistant Vice President, Unified Champion Schools

5/5/26

To apply for the Central or West Unified Champion Schools Director position, please send a cover letter and resume to Lisa Garnett, Human Resources Director, at [lgarnett@specialolympicsva.org](mailto:lgarnett@specialolympicsva.org) by Tuesday, May 26th.