



Position Title: West Tennessee Unified Champion Schools Coordinator
Status: Full-time, Exempt
Reports to: Director of Unified Champion Schools
Posted: July 20, 2022

LOCATION

This position is based in West Tennessee and requires travel throughout eighteen West Tennessee Counties inclusive of the greater Memphis, Jackson, and Martin areas.

DESCRIPTION

Special Olympics Tennessee is seeking a self-motivated person with strategic leadership and management skills to drive and grow the Unified Champion Schools Program in West Tennessee in accordance with Special Olympics Tennessee's standards, policies, and procedures.

Special Olympics Unified Champion Schools is a program for schools, Pre-K through university that intentionally promotes meaningful social inclusion by bringing together students with and without intellectual disabilities to create accepting school environments, using sports as a catalyst for social inclusion.

The qualified candidate will be responsible for developing and supporting the Unified Champion Schools program in West Tennessee and will build and foster partnerships in Special Olympics Tennessee's relationships with schools, athletic directors, education administrators, and Unified Sports® coaches.

QUALIFICATIONS

- A demonstrated commitment and thorough understanding of the mission of Special Olympics
- Effective interpersonal skills and experience working with a variety of people
- Experience working in large *and* small school districts
- Experience in Special Olympics and/or non-profit program management
- Excellent oral and written communication skills
- Self-motivated with strong time-management, organizational, data, and planning skills
- Experience with individuals with intellectual disabilities is strongly preferred
- Understanding of educational services is preferred
- Ability to work weekends and evenings
- Requires both standing, sitting, and the ability to lift and carry light loads

SPECIFIC DUTIES AND RESPONSIBILITIES

- Develop partnerships with schools to implement Unified Champion Schools' initiatives and social inclusion activities.
- Conduct meetings and develop communication materials as needed to ensure clear and open communication between all school programs.
- Provide support to schools' Unified Sports® programs as needed to ensure the successful delivery of services to the athletes, families, and volunteers of that district.



- Work in conjunction with Special Olympics Tennessee's sports department to implement coaches' education and training within all school Unified Sports® programs.
- Serve as a resource to ensure all Unified Champion Schools programs comply with all Special Olympics' policies, procedures, and rules.
- Support the sports department with Special Olympics Tennessee's partnership with TSSAA as well as with all other associations and essential partnerships.
- Professionally represent Special Olympics Tennessee to the public by speaking to service clubs and other community groups as needed.
- Train school personnel in the development and implementation of Unified Champion Schools' initiatives and criteria.
- Assist with Special Olympics Tennessee's competitions, program activities, and special events as needed.
- Additional responsibilities assigned by the Executive VP or the Director of Unified Champion Schools.

WORK ENVIRONMENT:

The work environment described here is representative of that encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Diversity, Equity, and Inclusion are at the heart of all that we do at Special Olympics Tennessee as we strive to promote unity and create a community where everyone belongs. We value, celebrate, and support all differences, backgrounds, and viewpoints—understanding that a focus on greater diversity and inclusion enriches our organization and our world.

Special Olympics Tennessee is proud to be an equal opportunity employer. We do not discriminate on sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

SALARY and BENEFITS

Commensurate with experience. Position is full-time and benefit eligible.

Special Olympics Tennessee provides health/dental insurance, life insurance policy, paid time off, Fridays off during June and July, and a 401K match.

APPLICATION INSTRUCTIONS

Serious applicants should email a cover letter, resume, and salary requirements to Joanne Drumright at jdrumright@specialolympicstn.org.

If you have questions, please email them to jdrumright@specialolympicstn.org