



Unified Champion School Coordinator – Northeastern Pennsylvania

Position duration

This is a temporary, part-time \$5,500 stipend position that will run from September 2020 - June 2021. The anticipated workload on average will be 3-5 hours per week, with an increase to 6 hours during bocce season late January to March and 6-8 hours for track April through early May.

Major Function

The Unified Champion School (UCS) Coordinator position will play an important role in supporting and managing school-based inclusion programming in 9 high schools within Lackawanna, Wayne and Pike counties of Pennsylvania. This individual will work directly with teachers, coaches, student leaders, and administrators in high schools and help them manage quality UCS programming. This consists of Unified Sports (after-school interscholastic high school teams composed of students with and without intellectual disabilities who train and compete together as equal peers); collaborative inclusive youth leadership; whole school engagement activities designed to promote awareness, education, and acceptance; and helping activate students to support one fundraiser.

Responsibilities

This position will assume the following responsibilities to support the overall Programming department's goals and objectives specifically in the area of school-based UCS initiatives. Training as well as the necessary resource materials to share with the schools will be provided in each of these areas:

1. Develop and manage relationships with key staff and student leaders at 9 high schools. Provide them with the resources, direct guidance, and support needed to achieve excellence in the following UCS components to ensure quality outcomes:
 - a. Unified Sports
 - i. Oversee 3 Unified Bocce and 9 Unified Track programs within the schools.
 - ii. Attend coach trainings and ensure coaches implement the principles of Unified Sports in their practices and competitions.
 - iii. Provide recruitment strategies and support to ensure a sufficient number of special education and general education students are enlisted and committed to form teams.
 - iv. All Special Olympics PA policies and rules are being followed.
 - v. Work with schools on competition management, insuring they meet 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. Attend competition events as needed, typically 1-2 days per week.
 - vi. Provision of all materials and resources for effective and well-managed practices and competitions.

- vii. Collecting the required paperwork (athlete medicals, rosters, team assessments, LOIs, etc.) and submitting to UCS Manager.
- viii. Organization and planning of County Championship, to be held in early March.
- b. Collaborative Inclusive Youth Leadership
 - i. 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.
 - ii. Provide guidance and resource support to ensure the UCS program objectives are being met.
 - iii. Provide support and ensure execution of Virtual Youth Summit within each school.
- c. Whole School Engagement Activities
 - i. Ensure the school is doing a minimum of two and preferably three schoolwide engagement activities led by students which promote education and awareness about inclusion, social justice through sports, anti-bullying, and other school-climate focus areas.
 - ii. Provide the necessary guidance, resources, and materials for successful outcomes.
 - iii. Have the inclusive youth leadership club conduct these activities with other groups in the school such as the student council.
- d. Fundraising
 - i. Engage the inclusive youth leadership club to support a SOPA-developed fundraising activity like a Cool Schools Polar Plunge to support UCS.
- e. Reporting
 - i. Collect the necessary information required for the Unified Champion Schools federal grant and any other foundations or funding sources.
 - ii. Gather, organize, and categorize documentation of program achievements such as photographs, videos, and inspiring stories.

Relationships

- The Unified Champion Schools (UCS) Coordinator for Northeastern PA reports to Lauren Saulter, UCS Manager.
- Supports all assigned schools, developing interpersonal relationships within each school building.

Location

This is a remote position. The individual should live local to Lackawanna, Wayne and Pike counties of PA, as they will work directly with the schools. Regular update calls will be held with the UCS Manager and UCS team.

Expenses

Pre-approved expenses incurred to facilitate the program (including all travel costs) will be reimbursed by SOPA.

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
- 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

Minimum Requirements

- Position is professional, temporary, part-time stipend; benefits are not included.
- Flexible schedule to include limited nights as needed to support events
- Have own reliable transportation, good driving history, and valid driver's license
- Background checks as required by PA law and SOPA policy

APPLICATION INSTRUCTIONS: Submit in Word format a letter of interest and resume to careers@specialolympicspa.org.

DEADLINE: Applications will be accepted until filled.

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

EOE/M/F/V/H

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. The athletes of Special Olympics -- over 18,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit www.specialolympicspa.org.