



Position Title: Manager - Unified Initiatives

Reports To: Director - Youth Initiatives

FLSA Status: Regular, Full-time, Exempt

Date Prepared: March 2, 2022

The **Manager - Unified Initiatives** is primarily responsible for providing support to the Director – Youth Initiatives and Senior Director – Unified Initiatives to help ensure the proper operational controls, leadership, management and vision necessary for the development and enhancement of programs such as Young Athletes, Unified Champions Schools, Special Olympics College Clubs, and other emerging unified sports. Please note: This is an entry level position.

Manager Core Roles:

- **Classification Criteria and Scope of Responsibility:** Bachelor's degree is usually required. Team Member knows and applies the fundamental concepts, practices and procedures of particular field of specialization. Team Member is responsible for keeping all relevant operations running smoothly and has authority to make improvements and changes as necessary. Team Member usually works with minimum supervision, conferring with supervisor on unusual matters. Assignments are broad in nature, usually requiring originality and ingenuity. Position classification is expected to serve in a junior successor capacity to departmental Assistant Director Role.
- **Conduct:** Manager-level Team Members must demonstrate the mission, vision and values of Special Olympics Illinois through consistent adherence to Special Olympics Illinois' Values & Behaviors; by exercising a high level of cooperative, friendly and effective teamwork skills; by resolving conflict directly, effectively and professionally; and by committing to support and be helpful to other Team Members and departments within the organization.
- **Performance:** Satisfactory work performance requires consistently strong work product output, including the successful execution and completion of all job duties and goals; autonomy, ownership, competence and excellence of work product; innovation and process improvement; effective resource management; professional development; and compliance with accepted organizational and legal rules, regulations and policies.

Primary Duties and Responsibilities:

- Actively works with Director - Youth Initiatives to achieve strategic goals to ensure progress toward the Big Three Key Objectives (Reach More Athletes, Raise More Resources, Improve the Athlete Experience) and to protect the financial integrity of the organization
- Assists Director - Youth Initiatives to develop, monitor, drive and achieve strategic budget, revenue, outreach, event-quality goals and sports and program development goals to ensure progress toward the Big Three Key Objectives
- Actively works with Director - Youth Initiatives to establish viable partnerships with outside entities to help support and conduct Unified initiatives for Special Olympics Illinois
- Manages volunteers as well as part-time, full-time and/or temporary employees as needed
- Collaborates with Director - Youth Initiatives in oversight of communication to unified program constituents and social media engagement.
- Coordinate communication, implementation and data tracking of all Special Olympics College clubs
- Coordinate and grow the College Inclusion Committee
- Collaborates with UCS team in formulating, developing, and implementing a Unified intramural sports program for colleges.
- Develop and grow adult Unified Sport opportunities in conjunction with Special Olympics Illinois Statewide Program Services staff.

Special Olympics Illinois

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- Supports Outreach efforts through the above programs
- Collaborates with Director - State Championships to assist with specific state tournament functions or projects and assists in the implementation of new sports programming

Qualifications/Skills and Knowledge Requirements:

- Bachelor's degree strongly recommended
- Excellent computer skills including proficiency with Microsoft Office products
- Ability to work independently without close oversight, but also a team player who productively engages with others at varying levels of seniority within and outside Special Olympics Illinois
- High energy and passion for Special Olympics mission
- Meets all team deadlines and responsibilities, helps team to meet goals, welcomes newcomers and promotes a team atmosphere
- Strong organizational and time management skills with exceptional attention to detail
- Customer focused
- Excellent communication skills both written and oral as well as receptive (listening)
- Ability to influence and engage a wide range of key volunteers, and education professionals and build long-term relationships

Essential Functions:

- Monday through Friday with frequent evenings and weekends as position demands
- Independent in-state travel required, including some overnight and weekend travel as an essential function of position
- Physical mobility required: must be able to climb stairs, assist in set-up and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; includes sedentary and light work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines; operating motor vehicles
- First Aid/CPR Training and Certification required; must be able and willing to effectively administer First Aid/CPR on-site during events
- Valid driver's license and proof of insurance is required

To apply for this position, please send resume and cover letter to Jillian Hosteny at jhosteny@soill.org by April 8, 2022.

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