

## Director of Youth Initiatives



**DEPARTMENT:** Programs

**REPORTS TO:** Vice President of Programs

**LOCATION:** Position based out of Special Olympics South Carolina Headquarters in Irmo, SC

**POSITION SUMMARY:** Engage and collaborate with schools, school districts, local Special Olympics programs, education, and community partners to develop and support sports and inclusion activities, programs, and events through Special Olympics Unified Champion Schools, statewide. This position also includes a variety of tasks including grant management, event planning, and professional development/training of educators and inclusive youth leaders.

All Special Olympics South Carolina program positions also support local and state-level sports competitions, initiatives, and other events, as needed.

This is a full-time and exempt position. Some evening and weekend work is required. This is a statewide position.

### PRIMARY DUTIES

- Seek and recruit Unified Champion Schools and community partnerships to develop and sustain local youth programs. Examples for community partner engagement would include opportunities for competition venues, local program development, and volunteer groups supporting events.
- Provide technical assistance and resources to Unified Champion Schools to develop Unified Leadership Teams, Unified Sports/inclusive Youth Athletes programs, opportunities for Inclusive Youth Leadership, and whole-school engagement activities.
- Participate in all Unified Champion Schools grant-related webinars, calls, and professional development opportunities.
- Coordinate with local program contacts in schools and in the community to plan and execute local and regional Special Olympic competitions in a variety of sports.
- Collaborate with Vice President of Programs and other staff or contracted team members to support the development and execution of Interscholastic Unified Sports initiatives, including Unified Track & Field.
- Support regional Youth Activation Summit events and collaborate with Sports & Program Manager on engaging a state-level Youth Activation Council (made up of inclusive youth leaders) throughout the school year.
- Work with Vice President on Unified Champion Schools strategic planning and grant management.
- Assist Vice President of Programs with data collection, reporting, and evaluation for Unified Champion Schools.
- Represent the organization at business and organization meetings or conference.
- Maintain the ability to work independently, exemplifying the ability to organize and prioritize work assignments.
- Attend regular full Staff meetings.
- Any other duties that may be assigned by the Vice President of Programs or the President & CEO.

## REQUIRED QUALIFICATIONS

- College graduate with 4-year degree from an accredited college or university.
- Minimum of 3-5 years of work experience in education or nonprofit fields.
- An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.
- Strong communication and presentation skills.
- Ability to work independently and as a team player to accomplish individual and organizational goals.
- Display basic computer skills, including proficiency on Microsoft Office applications.
- Display professionalism as a representative of the organization in a variety of settings, including meetings, conferences, and events.
- Professional, upbeat, energetic, takes initiative, dependable, and takes pride in work.

## DESIRED QUALIFICATIONS

- Experience with Special Olympics programming, education systems, or individuals with intellectual disabilities is preferred.
- A sense of humor.
- Outstanding organizational skills, time management, and ability to prioritize tasks.
- Ability to define problems, collect needed information and data, analyze information, establish facts, and draw valid conclusions.
- Effectively and professionally communicate with a variety of staff, volunteers, and other individuals.
- Maintain excellent interpersonal skills and ability to interact effectively with leadership, donors, volunteers, colleagues, and the general public in a professional manner.
- Cooperate effectively with other staff members while fostering effective working relationships within a team environment.
- Display the ability to make evaluative judgments.

## OTHER REQUIREMENTS

- The employee is occasionally required to lift 40 pounds or more.
- Work requires travel by automobile throughout South Carolina for meetings and program operations.
- Employees must maintain a valid South Carolina driver's license.
- Willingness and ability to travel independently as additional travel may be required to attend meetings and/or events out of state.
- Is aware of and complies with SOSC's policies, procedures, and non-discrimination policy

**Submit Cover Letter & Resume to Kara Harmon, Director of Communications; [kharmon@so-sc.org](mailto:kharmon@so-sc.org).**

*Special Olympics South Carolina provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*