Position Summary

Special Olympics (SO) is an international nonprofit organization dedicated to providing year-round sports training and athletic competition for children and adults with intellectual disabilities. Community Outreach (CO) support SO through ongoing volunteering opportunities with primary focus put towards the Annual Dodgeball Tournament (fall semester), R-Word Campaign, the Husky Soccer Tournament (spring semester), Fall and Spring sports coaching and other SO service opportunities. The Project Manager will work with the Program Director in the coordination and implementation of a designated CO project(s). Specific tasks and obligations for each project vary depending on the project; however, the following responsibilities are required of all assistant project directors.

Major Duties and Responsibilities

A. Project Development and Management
   • Form committees based on logistics and needs of the project(s)- if applicable
   • Recruit, screen and appoint committee chairs to the project(s)- if applicable
   • Hold regularly scheduled meetings with committees with assistance from the Program Director, Special Projects Coordinator or CO Staff
   • Recognize committee members for their contributions
   • Organize opportunities for volunteers to reflect on their experiences
   • Assist in the scheduling of events and reservations of materials, locations, and transportation needs of the specific event
   • Participate as a committee member for other SO related projects or events

B. Student Leader Management and Supervision
   • Identify and create training and support materials that facilitate development of the skills necessary for project leaders to achieve their objectives
   • Facilitate meetings, trainings and social events for Special Olympics committee
   • Communicate and meet regularly with the Special Olympics representative, the Special Projects Coordinator and the CO staff
   • Communicate and meet regularly with designated CO staff member

C. Administration Tasks
   • Attend all related CO meetings, trainings, seminars, and workshops
   • Manage any financial or other resources including budgeting, purchasing, and tracking
   • Collect and update data related to programs, membership, and service hours
   • Schedule and monitor transportation
   • Represent CO at University classes, meetings, or events
   • Perform other related duties and activities to support the program and the Office of Community Outreach, as needed

D. Project Teams
Participate in a CO project team including: program management, professional development, or community building

E. Program Participation
• Project Managers are expected to participate in their program fully

Qualifications

A. Minimum Qualifications:
• Strong interest in and commitment to community service
• At least one semester related experience working with Special Olympics or on community service projects
• Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
• Capability to positively represent CO to the University and external community
• Proficient interpersonal, relationship, and partnership building skills
• Ability to effectively convey oral and written communication
• Demonstrated program development and organizational skills including ability to manage multiple tasks/projects and planning special events
• Ability to work independently, assess programmatic needs, and develop creative solutions
• A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
• Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
• Willingness to work irregular and flexible hours including evenings and weekends
• Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:
• One or more years experience working with related programs or activities, specifically the Special Olympics
• One or more years related experience in a leadership and/or supervisory position
• Demonstrated experience organizing and facilitating training workshops and public presentations
• Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

Commitment

• Full academic year commitment is required
• Participation in CO training in August the week before Fall Semester begins
• 10-12 hours per week with some designated office hours; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
• Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)
The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.