

Job Title: Community Transition Associate

Location: Central Arkansas

Status: Part Time

Reports to: Jennifer Edwards, Director of Field Services, Initiatives and Volunteers

The Community Transition Manager will work with the school and communities in the central Arkansas region to grow the number of athletes, unified partners and families served, work to build local programs, volunteer opportunities and specifically target regions in program development, Unified Champion Schools, and Young Athletes in alignment with our Strategic Plan. The Community Transition Associate is responsible for representing the company to external stakeholders, community organizations, schools, and sponsors.

Responsibilities/Qualifications:

- Recruit and train new volunteers to serve as local coordinators and/or Points of Contact as needed.
- Recruit Young Athlete children two to seven years old, sites for Unified Champion School programming, including elementary schools, recreation departments and other organizations; and facilitate program implementation
- Facilitate timelines and planning for Pre K to Elementary youth involvement and activities
- Oversees data management component of the program that includes but is not limited to: registration forms, site manager Information, list of collaborative agencies and contacts, Class A volunteers, volunteers, potential sponsors and donors; cash, in-kind and expenses within the budget.
- Maintain inventory of Young Athletes program supplies and equipment.
- Develop and coordinate a transition plan for induction of Young Athletes participants into SOAR Programs and UCS participants into SOAR traditional Programs.
- Support transition of Young Athlete participants from Elementary to Middle School UCS Programs.
- Assist with creation and implementation of plan for Unified Sports from schools to communities.
- Coordinate SOAR demonstrations, exhibitions, special events, appearances and speak on behalf of SOAR, as needed.
- Create and implement project plans to increase the number of students (both athletes and partners) transitioning from schools to colleges or local programs.
- Create School Community Program Integration toolkit that can be used at all levels of SOAR program.
- Establish relationships with new community partners to increase the capacity of school to community programs.
- Develop task force for input and feedback. Task force to include UCS athlete, UCS partner, ALPS representative, family member and local program representative.
- Commitment to providing a high level of customer service.
- Provide support as needed for other SOAR programs and events.
- Perform other duties as assigned.

Core Competencies:

- **Mission Focused:** Creates real social change that leads to better lives and healthier communities. This drives performance and professional motivation.
- **Relationship Oriented:** Places people before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator (Includes teamwork and communication):** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial & human) through meaningful engagement. A strong supporter of a team environment.
- **Results Driven:** Dedicates efforts to shared and measurable financial and non-financial goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Understands role in growing and protecting the reputation and results of the greater network.

Experience/Position Requirements:

- Experience with program development or related work experience
- Experience working with volunteers preferred.
- Strong leadership and management skills
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently and as part of a team.
- Ability to meet deadlines and work under pressure.
- Delivers effective individual and group presentations that are powerful and impactful to drive support of Special Olympics Arkansas.
- Skilled in developing key relationships with individuals while building rapport quickly to deliver more opportunities for our program.
- Ability to work collaboratively, act innovatively, and embrace change.
- Ability to work effectively in virtual and office environments.
- High levels of organization and prioritization.
- Ability to travel throughout the region.
- Must be able to lift 30 lbs.
- Self-motivated and able to thrive in a fast-paced, complex, and goal-oriented, team environment.
- Creativity and willingness to try new approaches and receive constructive feedback.
- Must pass a background check (required for all staff).

Please send a cover letter and resume to Jennifer Edwards, Special Olympics Arkansas.
Jennifer@specialolympicsarkansas.org

About Special Olympics Arkansas

Mission: The mission of Special Olympics Arkansas is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for all children and adults with intellectual disabilities giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.

Purpose:

Special Olympics Arkansas is an organization that unleashes the human spirit through the transformative power and joy of sport, every day around the state. Through programming in sports, health, education, and community building, Special Olympics Arkansas is changing the lives of people with intellectual disabilities, and solving the global injustice, isolation, intolerance, and inactivity they face. Special Olympics Arkansas is providing opportunities for more than 19,500 athletes and 16,000 volunteers in all counties across the State of Arkansas.

Diversity, Equity, And Inclusion Statement:

Diversity, Equity, and Inclusion are at the heart of all that we do at Special Olympics Arkansas. We strive to promote unity and create a world where everyone belongs. We value, celebrate, and respect all differences, backgrounds, and perspectives and understand that greater diversity and inclusion create a stronger and more innovative organization that delivers better results as we work with the athletes in all communities.