



CAS-CIAC Unified Sports Assistant Director

Duties of the position include:

Assisting the director with development of the Special Olympics Unified Sports Program in Connecticut including, but not limited to:

- Work closely with other Unified, CAS-CIAC, and Special Olympics CT staff to coordinate and advance the Unified Sports program
- Develop and manage program budget
- Report and Record grant expenditures on the UCS management site
- Recruit and visit prospective schools to explain the Special Olympics Unified Sports and Unified Champion Schools programs
- Develop Schedules for Special Olympics Unified Sports events at the state level
 - Communicate with league directors to consult regarding league events
 - Communicate with schools, ADs, and coaches regarding interscholastic events
- Coordinate registrations for tournaments and events
- Work with student and adult leaders on issues related to Youth Activation Council
- Developing and executing the Youth Leadership Summits at the high school and middle school levels
- Preparing for and facilitating Special Olympics Unified Sports Tournaments at various locations throughout Connecticut
- Work with technology in the areas of social media, website development, creating presentations, using Google Suite, etc.

This position is part-time during the academic year.

Salary & benefits commensurate with experience.

Candidates should submit the following:

1. Letter of application directed to Mr. Robert Hale, Director of Unified Sports
2. A résumé reflecting the qualifications, skills and experiences required of the position
3. Three (3) letters of reference from persons qualified to judge the professional performance and personal character of the applicant

Timeline:

1. May 19 - Deadline for application materials
2. Early to Mid-June - Finalist interviews
3. June 20 - Announcement of successful candidate
4. Start date for new assistant director as close to the start of the 2023-2024 school year as possible

All materials should be emailed to
Mr. Robert Hale - rhale@casciac.org