



Position: UCS Coordinator
Department: Unified Champion Schools
Supervised by: UCS Senior Director
Type of position: Non-Exempt, part-time .50 FTE
Location: Great Falls, MT
Updated: July 20, 2026

MISSION

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

POSITION SUMMARY

Working in collaboration with department staff, the UCS Coordinator is responsible for UCS program implementation. Responsibilities include function, growth, and expansion of UCS programming specifically, but not limited to, Young Athletes, the Young Readers Book Challenge and SO College initiatives.

MAJOR RESPONSIBILITIES

- Assist the UCS Senior Director and other UCS staff with strategic planning and implementation of annual Unified Champion Schools Grant goals and objectives.
 - Assist UCS Sr. Director with tracking assigned grant information.
- Work collaboratively with UCS staff and UCS district and school liaisons on the implementation of the UCS components (Unified Sports, Inclusive Youth Leadership and Whole School Engagement) in Unified Champion Schools across the state.
 - Promote Unified Champion Schools programming through training and professional development opportunities at local, regional and state-level conferences and events.
 - Attend and promote UCS programming at state and local games. (Unified competition, Fans in the Stands, signage, etc.)
- Support the UCS staff with implementing Unified Champion Schools initiatives and related strategies, including, but not limited to, Youth and Educator Summits, Inclusive Youth Leadership, Spread the Word campaigns, and inclusion rallies.
- Lead the function and expansion of Young Athletes programming across the state.
 - Provide training to UCS Young Athletes programs.
 - Recruit, manage, retain, and appreciate Young Athletes volunteers.
 - Maintain and order Young Athletes equipment inventory and print resources.
- Lead the Unified Young Readers strategy.
 - Oversee book selection, ordering, distribution, and tracking.
- Guide the function of new and established SO College clubs.



- Support and help maintain working relationships with tribal communities and partner organizations such as Head Start, OPI, Zero to Five MT Early Childhood Tribal Coalition, etc.
- Work with the department team and Marcomm Sr. Director on printed and virtual communication to the field (website, Constant Contact emails, brochures, hand-outs, etc.).
- Oversee UCS inventory and storage units in Great Falls.
- Attend to risk management pertaining to UCS events.
- Travel for UCS programming and state events as needed.
- Steward organizational brand integrity.
- Promote inter-departmental relationships.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS

- BA/BS degree preferred.
- Ability to be self-directed, work independently, and meet deadlines while balancing competing priorities.
- Demonstrated ability to problem-solve and make decisions that positively impact operations.
- Ability to work collaboratively with a team and successfully motivate others.
- Strong organizational skills and the ability to keep accurate information.
- Excellent written and verbal communication skills.
- Demonstrated ability to handle multiple projects simultaneously.
- Intermediate technology skills and willingness to learn current programs.
- Positive energy and a commitment to excellence.
- Valid driver's license and insurability on corporate insurance.
- Ability to lift up to 50 lbs.
- Comfortable and able to work in an indoor office setting.

PERSONAL CHARACTERISTICS

- Engaging personality that enjoys building meaningful relationships.
- Creative, energetic, and committed to excellence.
- Ability to work in a fast-paced, visionary environment.
- Effective problem-solver.

COMPENSATION AND BENEFITS

Salary: Based on experience and skills

Benefits: 403b tax-deferred retirement plan matched by employer up to 4% of salary; paid holidays; leave time; flexible schedule; cell phone stipend; and a talented staff that promotes personal growth and job satisfaction.



APPLICATION PROCESS

Applications accepted until position is filled.

Email a letter of application and resume to: Vickie Donisthorpe, COO

vdonisthorpe@somt.org.

Cc personnel file
Rhonda McCarty, CEO

Special Olympics Montana (SOMT) values diverse perspectives and is committed to continually supporting, promoting, and building an inclusive and culturally diverse work force. SOMT is committed to the principle of equal employment opportunity, and it complies with all applicable laws which prohibit discrimination and harassment in the workplace. SOMT makes accommodations for any known disability that may interfere with an employee's ability to perform the duties of the job. Diversity, equity, and inclusion are at the heart of SOMT's mission and daily work.