



## UCS Registration Specialist

### The Opportunity:

As UCS Registration Specialist at Special Olympics Michigan, you'll play an integral part in fulfilling the mission of Special Olympics Michigan (SOMI), utilizing sports, health, and athlete leadership to create a more inclusive world.

You will work with an amazingly talented, dedicated group of colleagues and community members in supporting both the Unified Champion Schools and Sports departments. Your work in entering, tracking, and managing registration will help expand our capacity for service.

Our team members help SOMI athletes achieve their dreams and reveal their inner champion! Come be part of the amazing work we do for our SOMI athletes, their families, and our communities.

### What You'll Do:

- Oversees all Unified Champion Schools registration for volunteers and athletes for state and regional level events and all sports registration.
- Compile all data collection for Unified Champion Schools including mid-term and year-end reporting.
- Send school agreements to schools and logs school information into Special Olympics International database.
- Assist with entering and tracking Unified Champion Schools receipts into Special Olympics International database and assist with tracking of backup information for school spending.
- Assist with compiling census and accreditation data for both school and local area programs.
- Updates Unified Champion School online calendar.
- Fulfills and sends school orders as needed.
- Assist with on-site registration at UCS and state events.
- Assist with athlete registration for State Events
- Assist with data entry of health forms.
- Assist with background checks as assigned by staff.
- Perform other duties as assigned, which may require attendance at events held in the evenings or on weekends.

### What You'll Bring:

- A dedication to helping others find their inner champion!
- At least two years of clerical experience of a qualifying nature or a combination of education and experience that equates to two years of qualifying work experience.
- Positive interpersonal skills and the ability to communicate effectively.
- Demonstrated ability to manage multiple projects and meet deadlines.
- Demonstrated ability as a team player and ability to work across departments.

- The ability to perform the essential functions and requirements of the job with or without accommodation.
- Computer knowledge in MS applications.
- Knowledge and experience working with persons with intellectual and physical disabilities helpful.

**Location:**

- This position can be located in Mount Pleasant, Michigan or the Unified Sports and Inclusion Center in Grand Rapids, Michigan.

If you are interested in this opportunity, please send cover letter and resume to [somi@somi.org](mailto:somi@somi.org)

*NON-DISCRIMINATION POLICY*

*Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.*

*We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.*