



## **Special Olympics Michigan Athlete Admin**

### **POSITION SUMMARY:**

The Athlete Admin will assist with maintaining a clean, organized, and functional work environment at SOMI. This hands-on role includes tasks such as greeting incoming visitors, tidying common areas, taking out trash, cleaning and organizing the garage, and supporting basic upkeep of office spaces. The employee will help ensure that the workplace remains safe, presentable, and aligned with SOMI's standards. This position is ideal for someone who is dependable, detail-oriented, and comfortable with physical tasks in both indoor and outdoor settings.

### **POSITION RESPONSIBILITIES:**

- Maintain cleanliness and organization of office common areas, including break rooms, meeting rooms, and entryways
- Take out trash and recycling from office and garage areas on a regular schedule
- Assist with light cleaning duties such as wiping down surfaces, vacuuming, and restocking supplies
- Organize and tidy the garage, including sweeping, removing debris, and arranging tools or materials
- Support basic upkeep of outdoor areas immediately surrounding the office (e.g., picking up litter, sweeping walkways)
- Help prepare meeting spaces by setting up chairs, tables, and supplies as needed
- Report any maintenance or safety issues to the appropriate staff member
- Perform other duties as assigned to support the overall cleanliness and functionality of the workplace

### **Educational Requirements:**

- A high school diploma or GED required.

### **Location: Mount Pleasant Special Olympics Michigan Office**

*This job description does not list all duties of the job. Employees may be asked to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.*

### **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.