



Special Olympics Michigan: Law Enforcement Torch Run (LETR) Coordinator

POSITION SUMMARY:

The LETR Coordinator plays a pivotal role in advancing the mission and objectives of Special Olympics Michigan by assisting in the development, implementation, and evaluation of Polar Plunge initiatives. This position is responsible for assisting in coordination of plunge materials, works closely with Polar Plunge committees, oversees assigned Polar Plunges and ensures the effective delivery of services to the community. The LETR Coordinator works with leadership to ensure all LETR requirements are met. They also will assist with LETR events statewide and oversee the LETR Raffle program and LETR Sale Shirt program.

POSITION RESPONSIBILITIES:

In collaboration with the LETR Team they implement Polar Plunge programs and initiatives that support the mission and objectives of Special Olympics Michigan (SOMI).

- Collaborate with stakeholders, including law enforcement agencies and community partners, to identify program needs and priorities.
- Steward program activities by collecting and analyzing participation data and evaluate the effectiveness of initiatives to ensure growth and success.
- Represent SOMI and the LETR program at community events, meetings, and forums to promote awareness and encourage participation.
- Cultivate relationships with local businesses, schools, law enforcement agencies, and community organizations to secure support for LETR and Polar Plunge initiatives.
- Provide ongoing support, supervision, and recognition to volunteers, foster strong relationships and ensure volunteer satisfaction and retention
- Coordinate revenue growth for Polar Plunges through new fundraising initiatives, management of fundraising platform and new ideas that will support full team with new revenue growth

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.

Educational Requirements: A bachelor's degree in nonprofit administration, marketing, sales, or event planning or similar field is required.

Location: Southeast, Southwest or Mid Michigan

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.