



Motown Regional Specialist

POSITION SUMMARY:

The Regional Specialist plays a pivotal role in advancing the mission and objectives of Special Olympics Michigan by supporting the development, implementation, growth and evaluation of local programs and initiatives. This position is responsible for engaging with and coordinating volunteers, managing program logistics, and ensuring the effective delivery of services to our community. The specialist works collaboratively with staff, volunteers, and partners to create meaningful impact, and foster community engagement.

POSITION RESPONSIBILITIES:

- **Program Implementation & Oversight:** Lead and manage regional initiatives—specifically driving community-based programs and Unified Champion Schools—alongside Athlete Leadership, Health programs, and Young Athletes.
- **Event Logistics & Operations:** Oversee venue booking, event scheduling, rosters, registrations, and on-site support for local, regional, and state competitions.
- **Growth & Community Outreach:** Expand community-based programming into underserved areas, meet athlete/team retention goals, and represent SOMI at local events and business forums.
- **Volunteer Management:** Recruit, onboard, train, and place volunteers, coaches, and area leadership teams; enforce policies and track volunteer data in the COE system.
- **Stakeholder & Customer Service:** Serve as the primary liaison for coaches, families, and school partners to ensure seamless athlete placement and clear daily communication.
- **Fundraising & Financials:** Manage regional budgets and purchasing, support fundraising events (e.g., Polar Plunges), solicit local sponsorships, and assist with grant proposals.

This job posting 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:

Bachelor's degree in Sports Management, Recreation, Nonprofit Administration, Human Services, or related field (or equivalent professional experience).

Location: Hybrid, Wayne County

Job Type: Full Time, Exempt

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.