



Special Olympics Michigan Southwest Regional Specialist

POSITION SUMMARY:

The Southwest 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, foster community engagement.

POSITION RESPONSIBILITIES:

- Implement or coordinate programs and initiatives to support the mission and objectives of Special Olympics Michigan (SOMI) athletes in the assigned region in conjunction with staff. Specific programs include but are not limited to: Athlete Leadership, Health programs, Young Athletes, Unified Champion Schools, and State, Region and Area events as needed.
- Train area volunteers and enforce SOMI policies and procedures across the region for local programs.
- Coordinate program logistics, including scheduling, venue booking, and materials preparation, for both regional and state-level events such as training, meetings and athlete leadership programs.
- Represent the organization at community events, meetings, and forums, acting as a key liaison between SOMI and various local stakeholders.
- Assist with State, Region, and Area events as needed including: state competitions, annual leadership conference, fundraisers, etc.
- Develop volunteer recruitment strategies and outreach campaigns, focusing on expanding volunteer engagement with SOMI's various regional programs that includes coaches, area management team members and volunteers for regional events.
- Collaborate with development staff and leadership to develop fundraising strategies and campaigns that support both regional and state-level programs, with a focus on increasing financial resources for SOMI athletes.

Educational Requirements:

A bachelor's degree in recreation or sports management, non-profit administration, or other human or social service or related field is required

Location: Kalamazoo, Calhoun, Van Buren, Berrien, Cass, St. Joseph or Branch Counties

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.