



Assistant Director Job Description

Two Assistant Directors will oversee and provide support and guidance to Regional Coordinators in consultation with the Torch Run Director and Executive Committee. They will maintain communications between the Director/State Liaison and Leg Leaders/Special Event Coordinators within their Regions. They must have time available to give in a supervisory capacity. Assistant Directors are law enforcement officers, active or retired, approved by a majority vote of the Executive Committee. This position is overseas the western areas.

Responsibilities:

- Preside over Executive Committee meetings in the absence of the Torch Run Director.
- Report to the Executive Committee on activities of their respective areas.
- Provide operational and consulting assistance to Regional Coordinators in their area of the state utilizing a spirit of cooperation.
- Work with Director to recruit and fill Regional Coordinator positions.
- Work with Director and State Liaison to assure policies and procedures are followed for the Run and Special Events.
- Work with Director and State Liaison to assure all sponsor agreements are followed.
- Ensure branding guidelines are followed.
- Consult with Director and State Liaison for approval of Special Events in their Regions.
- Maintain communication with Regional Coordinators through phone calls or e-mail monthly.
- Assist Regional Coordinators in recruiting Leg Leaders and Special Event Coordinators.
- Works with State Liaison & Director to invite officers to attend the International LETR Conference. Attend the International Conference.



- Works with the State Liaison, Director and committee to plan the annual MT LETR Kickoff Conference. Attends the conference, providing training, leadership and motivation to law enforcement.
- Provide orientation for Regional Coordinators at LETR Kickoff Conference.
- Assists the Director to recruit, recognize and retain law enforcement through presentations at MLEA, attending the law enforcement association conferences, meetings with agencies across Montana and meeting with the Attorney General.
- Attends state-wide special events delegated by the Director.
- Maintains personal contact with Director through phone calls or e-mail at least monthly.
- Other duties as assigned by the Torch Run Director.
- Law Enforcement person who is committed to LETR/SOMT.



**Law Enforcement Torch Run®
TORCH RUN ASSISTANT DIRECTOR
Volunteer Application Form**

Name: _____ Phone: _____

Agency/Organization: _____ E-Mail Address: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Number of years involved with Torch Run: _____

1. Please tell us about your involvement with the Torch Run? (Be specific and highlight activities, accomplishments, money raised, sponsors acquired, etc.) _____

2. Please tell us about your involvement with Special Olympics? (Be specific and highlight activities, positions held, accomplishments, volunteerism, etc.) _____

3. Why are you interested in the position of Torch Run Assistant Director? _____



4. What attributes (i.e. skills and qualifications) would you bring to the position of Torch Run Assistant Director? _____

5. As Torch Run Assistant Director, what would be your vision for the future of the MT LETR and SOMT?

6. Please share any other information you believe the search committee should know about your interest in this position: _____

Applications are due:
August 18, 2021

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