

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.

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.
- 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 on a monthly basis.
- Assist Regional Coordinators in recruiting Leg Leaders and Special Event Coordinators.
- Provide orientation for Regional Coordinators at Fall Leadership Conference.
- Must attend Annual LETR Kick-off Conference.
- 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:

Feb 15th, 2023

Mailed to: Special Olympics Montana, Attn: Amy Bliss, 710 1st Ave N Great Falls, MT 59401

OR

Emailed to: abliss@SOMT.org

Please call Amy Bliss, LETR Development Director with questions

406-315-4212