

## BC Law Enforcement Torch Run Regional Coordinator Volunteer Job Description

### Introduction

The BC LETR is piloting a new structure that implements volunteer positions to directly support LETR members, law enforcement agencies, and LETR events and initiatives within our province.

BC LETR Regional Coordinators will assist the BC LETR Liaison in communicating with and supporting LETR members and law enforcement agencies within their regions, with a focus on the success and growth of LETR events and initiatives, including the Polar Plunge and the Torch Run.

BC LETR Regions will mirror Special Olympics BC's Regions:

- Region 1: Kootenays
  - Vacant
- Region 2: Okanagan
  - Vacant
- Region 3, 4, 5: Lower Mainland
  - Joanne Wild
- Region 6: Vancouver Island
  - Vacant
- Region 7 and 8: Northern BC
  - Vacant

### BC LETR Regional Coordinator Role:

- Support the success and growth of LETR events and initiatives in the designated region, including Polar Plunge and Torch Run events, under the guidance of the BC LETR Liaison.

#### Law Enforcement Torch Run for Special Olympics BC

3701 Hastings St., Unit 210, Burnaby, BC V5C 2H6

Tel 604 737 3078 **Toll-free** 1-888-854-2276

**Email** [info@specialolympics.bc.ca](mailto:info@specialolympics.bc.ca) **www** [www.specialolympics.bc.ca/letr](http://www.specialolympics.bc.ca/letr)

**Facebook & Instagram** [specialolympicsbc](https://www.facebook.com/specialolympicsbc) **Twitter** @BCLETR

## **Duties and Responsibilities:**

- Support LETR event coordinators/committees in the designated region with event planning efforts, including Polar Plunge and Torch Run, by assisting the BC LETR Liaison in ensuring event coordinators are completing recommended action items by following up with email correspondence and supporting with tasks where reasonable.
- Grow the network of LETR participants by recruiting and maintaining connections with LETR representatives within each agency in the region through outreach and awareness activities.
- With guidance and support from the BC LETR Liaison and BC LETR Provincial Director, work with law enforcement members and agencies in the designated region to facilitate the establishment of new LETR events, including Polar Plunge and Torch Run events.

## **Goals for Year 1 (July 2024 to June 30, 2025):**

- Support the establishment of at least one (1) new community event location in the region (either Polar Plunge or the Torch Run).
- Establish contacts to act as LETR representatives in at least two (2) currently inactive law enforcement agencies in the region.
- Support LETR event coordinators in the region to facilitate a 10% increase in revenue and 5% increase in donors/participants for the Polar Plunge and Torch Run (province-wide statistics).

## **Expected time commitment:**

5 to 10 hours per week during event periods (February to mid-March for the Polar Plunge and late-May to mid-June for the Torch Run) and 1 hour per week during non-event periods (January, April, July-December).

### **Law Enforcement Torch Run for Special Olympics BC**

3701 Hastings St., Unit 210, Burnaby, BC V5C 2H6

**Tel** 604 737 3078 **Toll-free** 1-888-854-2276

**Email** [info@specialolympics.bc.ca](mailto:info@specialolympics.bc.ca) **www** [www.specialolympics.bc.ca/letr](http://www.specialolympics.bc.ca/letr)

**Facebook & Instagram** [specialolympicsbc](https://www.facebook.com/specialolympicsbc) **Twitter** @BCLETR