

# Sports & Programs Intern

**Department:** Sports & Programs  
**Status:** Part-time seasonal, unpaid

**Reports to:** Director of Sports & Competition  
**Supervisory Responsibility:** None

## JOB SUMMARY

The Sports & Programs Intern will assist with the planning and implementation of Special Olympics training and competition events. Appropriate assignments can be developed for students majoring in: sports management, sports marketing, event management, physical education, adaptive physical education, non-profit management, special education, and recreation.

## PERFORMANCE DIMENSIONS AND TASKS

### 1. Event Management

*Participate in development, planning, and execution of events. Coordinate communication with Area and County Programs regarding the event. Recruit, train, and supervise volunteers needed for implementation. Collect and process entry data. Complete event evaluation with staff, volunteers, and participants. Events that interns coordinate will vary based on time of year, intern's interest, and the needs of Special Olympics.*

### 2. Project Assistance

*Assist as needed with other Special Olympics projects. This could include learning and using Games Management System (computer software used for divisioning athletes in competitions) office/administrative tasks, loading and unloading, physical set-up of venues, and customer service.*

### 3. Administration/Budgets

*Participate in staff meetings (generally Tuesday mornings), Special Olympics training, and other activities associated with the general operation of Special Olympics.*

## QUALIFICATIONS

- Knowledge: Basic computer knowledge (Microsoft Office: Word, Excel, PowerPoint, etc.; knowledge of Publisher not required but helpful)
- Skills: Written communication, detail-oriented, interpersonal skills, flexible

## SPECIAL DEMANDS/OPPORTUNITIES

- Some weekend and evening work
- Occasional travel in-state
- Must complete Online Trainings in VMS (Application, Background Check, Coach/Volunteer Orientation(CVO), Online Protective Behaviors(OPB), and Concussion Awareness)
- Flexible hours, based on student's requirements and schedule
- Assignments can be tailored to meet the student's personal interests or specific educational requirements

## For more information contact:

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