

**Special Olympics Nebraska
Sports and Program Intern**

Position Title: Sports & Program Intern

Location: Special Olympics Nebraska – Omaha, Nebraska

DESCRIPTION:

Special Olympics Nebraska programming is based on our 4 Pillars sports, health, education, and leadership. While sports is the cornerstone of what we do we also strive to offer our athletes as many resources and opportunities as possible to make them better athletes on and off the field. The Program Intern will help all four departments for a quarter as we host competitions, health screenings, school events and leadership opportunities.

Under the direction of the Director of Volunteer services the intern will perform a multitude of jobs and will be a representative of Special Olympics Nebraska.

QUALIFICATIONS:

- Excellent organizational and administrative skills
- Excellent written and oral communication
- Experience with Microsoft Office Suite
- Experience with using multiple social media platforms.
- Ability to work independently, efficiently, and effectively.
- Willingness to learn about and work with individuals with disabilities
- Enthusiastic, positive attitude
- Able to lift 25 pounds.
- Valid driver's license and reliable transportation
- Ability to work well under pressure, with different people and able to adapt to changing work environment.

RESPONSIBILITIES

- Assist at state and regional competitions, camps, and tabling events. Will require weekends and some nights.
- Assist with coordination and execution of Young Athletes and Unified Champion Schools events.
- Administrative projects which include athlete data base management, mailings and copying
- Assist with the Nebraska Youth Activation Committee
- Organize and count inventory in warehouse following events.
- Other duties and responsibilities as assigned by a supervisor.
- File and enter paperwork for SONE participants.

TERM

- Quarterly (3-4 months) with 20 hours a week. This is a paid internship.
- Typical work hours are M-Th 8:00am-4:30pm & F 8:00am-12:00pm, with occasional evening and weekend opportunities.

SUPERVISION

- The intern will work under the supervision of the Director of Volunteer Services