



**Special Olympics Nebraska
2020 Spring Sports & Program Internship**

DESCRIPTION:

Special Olympics Nebraska (SONE) serves over 7,500 athletes across the state. SONE is seeking an intern to assist and support the program staff for the spring semester. As a Sports & Program Intern, you will assist with the preparation and implementation of SONE events and competitions. Intern will work 5-10 hours per week in the office as well as some nights and weekends for events (20-30 hour weeks).

INTERNSHIP DATES:

January 13th, 2020 – May 24th, 2020 (start date is flexible based on successful applicant's schedule)

JOB RESPONSIBILITIES:

- Assist in development, planning, and execution of Special Olympics regional and state competitions
- Assist with data entry for athlete, volunteer, and coach paperwork
- Assist as needed with other Special Olympics Nebraska 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
- Other duties as assigned

QUALIFICATIONS:

- Pursuing an undergraduate or graduate degree in sports management, sports marketing, parks & recreation management or another related field preferred
- Basic computer knowledge of Microsoft Office (Access is a plus)
- Self-motivated, detail-oriented, organized, and focused
- Ability to effectively multi-task
- Ability to work collaboratively as part of a team
- Availability to attend competitions (primarily weekends but sometimes during the week)
- Available to work in the office and at events
- Must be able to lift up to 50 pounds
- Must have a valid driver's license and reliable transportation
- Ability to pass background check

COMPENSATION:

- Interns will be compensated at \$10 per hour
- Staff polo(s) and/or shirt(s)

HOW TO APPLY:

Please submit a resume and cover letter to Seth Pierce, Director of Volunteer Services, via email at spierce@sone.org.

Seth Pierce

Director of Volunteer Services

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Special Olympics Nebraska

9427 F Street

Omaha, NE 68127

Tel (402) 331-5545 ext. 20

Email spierce@sone.org

APPLICATION DEADLINE:

Friday, December 13th or until position is filled. Applications will be reviewed immediately.