



## Sports Intern Indianhead Area

**Description:** Special Olympics Wisconsin provides year-round sports training and competition for children and adults with cognitive disabilities. This unpaid internship will allow the student to assist the Regional Sports Director in planning and implementing District/Regional Competitions, invitational events and training schools for coaches and athletes. A variety of time commitments are available to meet student's academic requirements. Hours are flexible. Work load will be assigned based on availability of student.

**Qualifications:**

- Major in kinesiology or related field.
- Excellent organizational, administrative & communication skills are required.
- Attention to planning details.
- Experience with Microsoft Office software.
- Willingness to learn about and work with special needs people.
- Occasional statewide travel and evening & weekend work is required.  
(costs are reimbursed)
- May require some heavy lifting.
- Enthusiastic, positive attitude.
- Comfortable in casually-dressed, fun filled environment.

**Internship Responsibilities:**

- Assist with planning and coordination of district competitions in bowling, basketball, gymnastics, track & field, aquatics and regional bowling. May include athlete & volunteer registration data entry.
- Assist with planning and coordination of invitational practice meets for winter sports and other invitational events that may be scheduled. Take full charge of one of the invites.
- Plan and implement one Certified Coaches Training School. Assist with planning others as scheduled.
- Assist with volunteer management.
- Administrative projects including mailings, copying, filing, etc.
- Serve on Area Management Team.
- May assist with fundraising projects.
- Other duties and responsibilities as assigned by the Regional Sports Director.

**Term:** Academic year September through May, summer opportunities available.  
Approximately 8 flexible hours per week, plus working at sports events.  
Will accommodate student's availability and academic requirements.

**Supervision:** The Sports Intern will work under the supervision of the Regional Director of Sports.  
Please send cover letter and resume to:

*Special Olympics Wisconsin, c/o Melissa Maxwell, 2023 Fairfax ST, Eau Claire, WI 54701  
mmaxwell@specialolympicswisconsin.org, 715-833-0833*