



Sports Intern

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 Sports staff in planning and implementing Regional Competitions. 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 the student.

Qualifications:

- Major in Recreation Management, Sport Management, or related field.
- Excellent organizational, administrative & communication skills are required.
- Experience with Microsoft Windows and Word.
- Event dates are requirements (see website)
- This position requires some heavy lifting (over 50 pounds)
- Comfortable in casually-dressed, fun filled environment
- Hours vary (10-20 hours a week) - negotiable

Responsibilities:

- Assist with coordination of SOWI regional competitions.
- Assist with communication of events to volunteers, coaches and organizations involved in events
- Assist with volunteer management – training, scheduling
- Occasional clerical projects including filing, data entry, organizing, phone calling or errand running
- Other duties and responsibilities as assigned by the Regional Director of Sports

Supervision:

The Sports Intern will work under the supervision of the Regional Director of Sports in the Greater Milwaukee Region. Please send a cover letter and resume to:

Special Olympics Wisconsin
Attn: Sidney Harker
10224 North Port Washington Rd
Mequon, WI 53092

Or email information to sharker@specialolympicswisconsin.org
The Region office can be reached at 262-241-7786 extension 12.

Deadlines: Fall Semester: July 1st
Spring Semester: December 15th
No Summer Internship Available