



Special Olympics

Wisconsin

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Sports Department 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 State Competitions 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 Recreation Management, Therapeutic Recreation, Fitness, Physical Education or related field.
- Excellent organizational, administrative & communication skills are required.
- Experience with Microsoft Windows and Word.
- Occasional statewide travel and evening & weekend work is required (costs are reimbursed)
- This position requires some heavy lifting (over 50 pounds)
- Comfortable in casually-dressed, fun filled environment

Internship Responsibilities:

- Assist with planning and coordination of SOWI state competitions.
- Assist with the development and coordination of Sports Management Teams
- Plan and implement a Certified Coaches Training School and/or sport clinic.
- Assist with volunteer management
- Occasional clerical projects including filing, organizing, phone calling or errand running
- Serve on Games Management Team
- Other duties and responsibilities as assigned by the VP of Sports

Supervision:

The Sports Intern will work under the supervision of the Competition and Training Assistant and the Vice President of Programs. Please send cover letter and resume to Special Olympics Wisconsin c/o Aimee LeMay at 2310 Crossroads Drive, Suite 1000, Madison, WI 53718 or email information to alemay@specialolympicswisconsin.org