



## **Special Olympics**

*Wisconsin*

*Greater Milwaukee Area*

### **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 Area Competitions as well as 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, Sport Management, Physical Education or related field.
- Excellent organizational, administrative & communication skills are required.
- Experience with Microsoft Windows and Word.
- Occasional travel, some weekends and weekday nights
- 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 area 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
- 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 Area. Please send cover letter and resume to Special Olympics Wisconsin c/o Sidney Harker at 10224 North Port Washington Rd, Mequon, WI 53092 or email information to [sharker@specialolympicswisconsin.org](mailto:sharker@specialolympicswisconsin.org)