



SPECIAL OLYMPICS WISCONSIN YOUTH INITIATIVES 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 Director of Youth Initiatives in growing the Young Athletes program and expanding and enhancing other opportunities for youth (ages 21 and under) with and without disabilities through the R-Word Campaign, Camp Shriver, Get Into It, and volunteering with Special Olympics Wisconsin. The internship will provide opportunities to learn about programming, marketing, volunteer management, outreach, budgeting, and special events while having a lot of fun and flexibility at the same time.

QUALIFICATIONS:

- Excellent organizational and administrative skills
- Excellent written and oral communication
- Experience with Microsoft Office Suite
- Ability to work independently, efficiently, and effectively
- Willingness to learn about and work with individuals with disabilities
- Enthusiastic, positive attitude.
- Comfortable in casually-dressed, fun filled environment.

RESPONSIBILITIES:

- Recruit new Young Athletes sites through market research, emails, phone calls, face-to-face meetings, presentations and/or exhibits
- Assist with resource development to enhance current programming (press releases, articles, emails, documents, promotional materials)
- Identify potential grants or sponsorship partners through research and do follow-up
- Assist with volunteer management & recruitment
- Assist with planning and coordination of Young Athletes Culminating Events
- Occasional administrative projects including mailings, copying, errands, etc.
- Serve on the Youth Activation Committee
- Other duties and responsibilities as assigned by the Director of Youth Initiatives

TERM:

- A Variety of time commitments are available year-round to meet student's academic requirements. Hours are flexible. Work load will be assigned based on availability of student.

SUPERVISION:

The intern will work under the supervision of the Director of Youth Initiatives. Please send cover letter and resume to: Special Olympics Wisconsin, c/o Krysten Kirsch, 10224 N. Port Washington Rd., Mequon WI 53092, kkirsch@specialolympicswisconsin.org, 262-241-7786