

# Special Olympics Missouri Program Internship – Kansas City Metro Area Office

**Brief Description:** This intern will work directly with the Kansas City Metro Program Director of Special Olympics Missouri. The intern will have opportunities to impact the lives of individuals with intellectual disabilities, increase event management skills in a sports environment and enjoy many leadership opportunities. This position will be based in Kansas City, at the office located across the street from Kauffman Stadium and Arrowhead Stadium. The intern workload will be based on availability and affiliated institution requirements.

**Timeframe:** 2023 Spring Semester

**Details:** Internship length and hours are flexible, depending on the student's availability. Interns would be expected to spend at least 8 hours per week in the Kansas City Metro Area office, with the possibility for additional hours to be completed remotely.

## **Specific project and SOMO Event dates:**

*The Program Intern will assist the Program Director in a number of duties that will include but are not limited to:*

- *Data entry and pre-event planning for spring Kansas City Metro Area competitions*
- *Assist with new athlete requests*
- *Assist with 'day-of' operations and event management at spring recreation and competition opportunities*
- *Learn and assist with school-based involvement initiatives including Young Athlete Program, Unified Champion Schools Program and Special Olympics College Program*
- *Volunteer recruitment*
- *Sponsor research and recruitment*
- *Office management duties such as inbound and outbound phone calls, cash handling and paperwork processing*
- *Learn and help direct volunteers in all aspects of each event, including rules training, registration, officials training and awards*

## **Qualifications:**

If interested, please provide the following information.

- Cover letter (1-page or less) that includes why you want to join the Special Olympics Missouri team and why you feel this position is a good fit for you.
- Resume: Resume submission is required for consideration of this position.

Interested candidates should send a cover letter and resume to Senior Director of Human Resources, Jessica Anderson ([janderson@somo.org](mailto:janderson@somo.org)), Senior Director of Programs, Melinda Wrye-Washington ([wrye-washington@somo.org](mailto:wrye-washington@somo.org)) and Kansas City Metro Area Program Director Meg Ward ([ward@somo.org](mailto:ward@somo.org)).