

# Special Olympics Missouri Program Internship – North Area

**Brief Description:** This intern will work directly with the North Area Program Team 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 learn how to lead. This position will be based in St. Joseph, and the intern workload will be based on availability and affiliated institution requirements.

**Timeframe:** *Fall and/or Spring Semester*

**Details:** Internship length and hours are flexible, depending on the student's needs. Intern would need a weekly presence at the North Area Office (702 S Woodbine Rd, St Joseph, MO 64507) – ideally at least two days per week.

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

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

- *Data entry and pre-event planning for North Area competitions*
- *Assist with new athlete requests*
- *Assist with 'day-of' operations and event management at 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)) and Sr. Program Director Luke Lamb ([lamb@somo.org](mailto:lamb@somo.org)).