

SPECIAL OLYMPICS PA INTERNSHIPS AVAILABLE FOR SUMMER 2007

Job Title

Administrative Assistant Intern
Sports Manager Intern

Supervisor

Sports Manager and Administrative Assistant Interns will report to Special Olympics Pennsylvania (SOPA) Sports Training Director

Goal

To assist in the planning and implementation of Multi-Sports Training Camp as well as general office/job-related duties as assigned

Major Responsibilities

- Administrative Assistant
Assist Sports Training Director in the following areas:
 - Processing of camp applications and registration materials
 - Providing computer assistance for Camp (Microsoft Office Access) Database (data entry, updating information, printing reports, etc.)
 - Revising and sending bulk mailings to attending programs
 - Updating changes in registration materials in the Camp Database
 - Filing and photocopying registration materials
 - Working registration and updating database during camp.
 - Producing camp yearbook through Publisher at camp.
 - Participate in all committee conference calls (monthly)
 - Attend pre-camp meeting at Antiochian Village in July.
 - Write a final report with an analysis of camp and recommendations.
- Sports Manager
Assist Sports Training Director in the following areas:
 - Assist with recruitment of qualified sport clinicians
 - Work with Camp Committee to organize and conduct a quality sports camp
 - Oversee transportation of sports equipment
 - Facilitate a multi-sport training school for coaches prior to camp

Time Commitment

- Flexible during planning phase from June 5 – August 10, 2007 but will generally require 5-8 hours of weekly office work.
- Attendance during entire week of overnight camp mandatory from August 11– 18, 2007 which may entail responsibilities at all times of day but generally from 8:00AM – 11:00PM.

Qualifications Desired

- Fluency with Microsoft Office Word and Access (knowledge of Excel, Power Point, and Publisher helpful).
- Good oral and written communication skills.
- Great organizational skills and detail-oriented.
- Able to work long hours during event.
- Personable and ability to work with a variety of people.
- Volunteer experience (with Special Olympics helpful).

Location

The office is a business casual environment in Aliquippa (Beaver County near Pittsburgh Airport) or in Camp Hill (near Harrisburg) Pa with less than 8 employees.

Benefits include experiences gained with:

- International sports organization
- Non-profit sector
- Logistical planning
- Data entry
- Microsoft Office (Word, Excel, Access, Power Point)
- Volunteer Management
- Sports management in 9 sports

In addition, other benefits include:

- Expenses covered during the week of camp (i.e. food, housing)
- Networking with a variety of professionals in non-profits, business, education, sports, etc.
- A great week with a lot of fun individuals!

Apply by May 31, 2007

To apply, please send your cover letter, resume, and 3 references' names and telephone numbers to:
Special Olympics Pennsylvania, Attn: Robyn Adams, Training Director
4076 Market Street, Camp Hill, PA 17011
(717) 731-9751 FAX or radams@specialolympicspa.org
Call 1-800-288-7276 with questions

Special Olympics Pennsylvania is non-profit organization which provides sports training and competition opportunities for close to 25,000 athletes with intellectual disabilities throughout our state. As one of over 150 Special Olympics programs worldwide, we receive all funding through donations and no costs are passed on to athletes or their families. We provide sports training and competition in over 20 sports year-round and operate through the time and efforts of thousands of volunteers who assist in a variety of ways from coaches to event organizers to fundraisers.

The 27th SOPA-SOYO Sports Training Camp will be held at Antiochian Village in Bolivar, near Ligonier, Westmoreland County in Southwestern Pennsylvania. We typically host 125 athletes, 25 SOPA Coaches and 25 SOYO Coaches in aquatics, athletics, basketball, bocce, golf, soccer, softball, tennis, and volleyball. It is a week-long intensive sports camp for Special Olympics athletes with training in one primary sport each morning and rotation to other sports each afternoon. Each evening, athletes and coaches participate in entertainment such as dances, movies, a trip to an amusement park or a talent show. The camp is sponsored and staffed by the North American Council (NAC) of Teen SOYO (Society of Orthodox Youth Organizations).