



## **SPORTS/EVENT MANAGEMENT INTERNSHIP SUMMER TERM**

**Job Title:** Sports & Competition Intern

**Supervisor:** Will report to Senior Competition Director

**Start Date:** Summer term

**Position Description:** To assist in the planning and implementation of competitions and trainings located in eastern PA.

**Position Characteristics:** Looking for an individual with strong leadership skills, easily self-motivated, highly organized, exhibits pro-active communication, and is ready to work in a fun and dynamic environment!

### **Position Responsibilities:**

- Sports Management of sectional and state competitions including Summer Games at Penn State University, **the largest Special Olympics event in the state**. Other competitions that student will assist preparing for are Eastern Spring Sectional at Kutztown University, Eastern Fall Sectional at East Stroudsburg University and Fall Fest at Villanova.
- Assist in coordination of USA Games planning and coordination
- Computer data entry with registration materials and certifications in statewide database and games management software.
- Administrative needs such as mass mailings to include revision, finalizing details, e-mailing and mailing, updating information as received from volunteers and event contacts, filing and photocopying of materials.
- Detail follow-up of registration materials and logistics for events by phone and/or e-mail.
- Public Relations needs such as press releases or media contacts as needed.
- Meeting attendance for committee planning meetings by phone or in-person when possible.
- Equipment inventory, ordering, loading, and unloading for events.
- Implementation and crisis management at as many competitions and trainings as possible to attend and assist with conduct of events during game-time.
- Final Report –compose a written account of events and analysis for future recommendations based on committee and staff feedback and personal experience.

### **Position Requirements:**

Flexible! Some work could be done off-site. Work will entail 20 hours of weekly work.

### **Qualifications Desired:**

- Fluency with Microsoft Word and Access (knowledge of Excel, Power Point, & Publisher helpful)
- Good oral and written communication skills.

- Ability to work independently and in a group setting.
- Great organizational skills and detail-oriented.
- Able to work long hours during events.
- Personable and ability to work with a variety of people.
- Volunteer experience (with Special Olympics helpful).

**Benefits include experiences gained with:**

- Event Coordination
- International sports organization
- Non-profit sector
- Solicitations for donations of services and products
- Logistical Planning
- Computer software and data entry
- Microsoft Office (Word, Excel, Access, Power Point)
- Volunteer management
- Sports management in close to 15 sports
- Financial/budgetary work
- Event marketing

**As this is an unpaid Co-op opportunity, other benefits include:**

- Expenses covered during travel related event (i.e. food, housing)
- Networking with a variety of professional in non-profits, business, education, sports, etc.

**To Apply:**

Please submit a cover letter, resume and 3 references' names and telephone numbers to: [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org)

**ORGANIZATION DESCRIPTION**

*Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. The athletes of Special Olympics -- over 18,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit [www.specialolympicspa.org](http://www.specialolympicspa.org).*