



**Regional Programs Intern**

**Job Title:** Regional Programs Intern

**Reports to:** Nick Staloch

**Job Type:** Unpaid

**Location:** Currently Remote, pending SOAZ in-person policies, SOAZ State Office - Goodyear, AZ 2455 N. Citrus Rd. Bldg. 64, Goodyear, AZ 85395

**Duration:** 14 Weeks

**Job Description** This is an intern position with flexible hours (working up to 20 hours a week) working with the Four Peaks and Palo Verde Area Directors, as well as the Programs Department.

- Job Roles:**
- Project: Assist in creation and development of Athlete Input Council for Four Peaks and Palo Verde Areas (communication with HOD, athletes, and AD)
  - Submitting volunteer registration from events
  - Assist with in-kind tracking
  - Assist with event registration and data entry
  - Assist with management and tracking of medical forms and certifications
  - Assist with email communication and onboarding process for athletes, coaches, and volunteers
  - Assist with planning event and communication with venues
  - Volunteer Liaison: Volunteer training at events
  - Appoint volunteers or coordinate photography at events

- Learning Objectives:**
- Work efficiently within a fast-paced professional environment
  - Take ownership over projects and given responsibilities
  - Understand the quality expected of events and projects
  - Employ exceptional interpersonal communication and organizational skills
  - Come away with a broader understanding of inclusion, as well as the community of athletes and individuals SOAZ serves

**How Many Students Do You Expect to Hire for this Position:** 1

**Approximate Salary:** N/A



**Required Documents:**

Please email Cover Letter, Resume to Meghan Mullin  
[meghan@specialolympicsarizona.org](mailto:meghan@specialolympicsarizona.org)

**Specific Job Duties:**

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**Minimum Qualifications/Skills**

- Leadership skills
- Strong interpersonal skills
- Demonstrates excellence in written and oral communications, multi-tasking, collaborative/team-based work and strategic/creative thinking. Experienced in Microsoft Excel, Word and Publisher and possess good organizational skills.  
*Passion for Special Olympics Arizona*

**Desired Qualification/Skills:**

- Minimum 2-3 years of experience in participation, coaching, or planning sporting events
- Experience working with Individuals with Intellectual Disabilities

**Training the Intern will receive:**

During the onboarding process, the intern will receive SOAZ Volunteer Class A certification, training in Cervis and Games Management System (GMS), and professional development opportunities (internal and external)

**Screening:**

Must pass Criminal and National Sex Offender Registry background screening. (*Required for all staff*)

**Physical Demands Include:**

Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 25 lbs), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.

**Transportation:**

Must have own reliable transportation, a valid AZ driver's license, a good driving history, and fulfill assignments with reliability and punctuality.

**Work Schedule**

This position's work schedule will be determined by the demands of the demands of the position, but will be limited to a 40 hour work week including evenings, weekends, and some in-state travel.



**NOTE:** The following examples are intended only as illustrations of the duties of this position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or logical assignments of the position.

### **MISSION**

*The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*

**APPLY HERE:** <https://www.surveymonkey.com/r/GXJJZKJ>