

Health Programs Internship

Special Olympics
Arizona



The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual 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.

Position Title: Health Programs Intern –*paid*

Reports to: Health Programs Coordinator

Location: At least one day a week will be spent at the SOAZ office in Goodyear, sporadic in-person events in the Phoenix Valley area, and the rest of the time can be in office or remote.

Commitment: This is a 15-week paid internship up to 20 hours per week. The selected intern will be paid through a stipend for completed hours based off Arizona's minimum wage.

Description: This internship position is ideal for students and recent graduates looking for a meaningful experience. The selected intern will be responsible for supporting SOAZ's health programs by assisting with but not limited to the following projects:

- Growing and maintaining the recommended provider list by calling offices and tracking responses on provider directory form
- Printing materials for Health Program events
- Ordering incentives and other supplies for events
- Providing support at Healthy Athletes events
- Follow up with athletes needing referrals and maintaining a progress tracking document
- Calling referrals for various health disciplines
- Organizing post event paperwork, reporting on numbers and other stats
- Creating marketing materials for health programs
- Providing support to the health messengers program by streamlining the training process, hosting trainings, helping run health messenger meetings, and presenting to SOAZ athletes
- Co-hosting lunch and learn presentations
- Collaborating with universities for Lead the Field programs
- Building relationships in rural areas
- Assisting at Summer Games
- Other tasks as relevant to the health programs

Requirements: The candidate should have a passion for health programs and a desire to help fulfill the mission of Special Olympics. The following experience is desired:

- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Demonstrates competence in written and oral communications, multi-tasking, and strategic/creative thinking
- Able to work independently and with a team

Reliable transportation and a Criminal and National Sex Offender Registry background screening (required of all staff) is required. Physical demands may include working in extremes of heat, cold, and inclement weather.

Position Impact: This intern will play a vital role in improving outreach and advocacy for Special Olympics Arizona health programs and the SOAZ athletes. They will help serve the mission by increasing our capacity within our health programs, working towards our goal to empower the over 180,000 Arizonians with intellectual disabilities to be healthy, productive, and respected members of society.

The selected intern will receive various opportunities for professional development. They will have access to a SOAZ laptop if needed. Successful interns will be able to request letters of recommendation and build their list of references.

Contact: To apply for this internship complete [this form](#) and email your resume to Heather@SpecialOlympicsArizona.org. Contact Heather for any questions.
<https://forms.office.com/r/tGEbY2hWir>