



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: Mountain Area Programs Intern - *paid*

Location: Arizona Mountain Area. Includes remote work and travel for events in Flagstaff, Payson, Sedona, and other surrounding areas.

Commitment: This is a 15-week paid internship, completing between 10-20 hours per week (variable with events). Schedule may include weekends and evening events. Travel time is included in weekly hours. Intern will be paid as a stipend based on hours completed at Arizona's hourly minimum wage.

Description: The Mountain Area Programs Intern will assist the Mountain Area Director with sport competitions, school events, and administrative support. Tasks may include, but are not limited to the following:

- Set-up and tear-down at events
- Data entry into SOAZ portal
- Assist with the recruitment of volunteers for upcoming events
- Volunteer Liaison - check-in, direct, and train event volunteers for various tasks
- Assisting the Unified Champion Schools (UCS) team with the implementation and growth of all UCS programs and initiatives across the Mountain Area
- Assisting with the Spread the Word: Inclusion campaign including school visits for fan activations, delivery of STW: Inclusion campaign kits
- Updating spreadsheets, databases, and other tracking inventories with data & information as needed
- Manage chamber lists and website information
- Other tasks based on need and intern's interest

Requirements: The ideal candidate for this position should have the following qualifications:

- Strong interpersonal skills
- Demonstrated excellence in written and oral communications, multi-tasking, collaborative/team-based work and strategic/creative thinking
- Experience in Microsoft Excel and Word
- Possess good organizational skills
- Leadership skills
- Passion for inclusion and Special Olympics Arizona's mission

This position may include the following physical demands:

- Standing, walking for long periods of time
- Squatting, lifting through full range – should be able to lift a minimum of 25lbs.
- Working in the elements outdoors
- Moderate to heavy physical demands to load/unload equipment from trucks

Accepted interns must clear a Criminal and National Sex Offender Registry background screening (required of all staff and interns). They must have reliable transportation for events throughout the Mountain area.

Position Impact: The Mountain Area Programs intern will play a vital role in providing high quality programming for Special Olympics Arizona athletes in the Mountain Area. They will help SOAZ as we work towards our goal to empower the over 180,000 Arizonans with intellectual disabilities to be healthy, productive, and respected members of society through the various programs offered by SOAZ.

This intern will build skills in leadership and supervision when working with event volunteers, administrative and organizational skills, and scheduling and prioritization skills. They will benefit from a flexible schedule and various professional development opportunities. Previous 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>