



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: Valley Sports Intern – Paid

Reports to: Palo Verde Area Manager

Location: SOAZ State Office - 2455 N. Citrus Rd. Bldg. 64, Goodyear, AZ 85395, and events around the Phoenix valley

Commitment: This internship will run through the SOAZ sport season from September to early May with flexible hours up to 20 hours per week. The selected intern will be paid through a stipend at an hourly rate of Arizona state's minimum wage.

Description: The Regional Sports Programs Intern supports the programs in the Valley Area, including SOAZ's Palo Verde and Four Peaks Areas. They will work directly with the two respective Area Leads and will support other Programs staff. Some tasks include:

- Submitting volunteer registration from events
- Assist with day of event tasks such as set up, take down, coaches check-in and running of competitions
- Volunteer Liaison: Check in and assist in training event volunteers
- Assist with event registration and data entry
- Assist with in-kind tracking
- 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 events and communication with venues
- Assist in new projects to increase engagement in the Valley
- Additional duties as assigned

Requirements: This intern should have reliable transportation to Valley Area events and the SOAZ State Office as needed. They should have the following skills/traits:

- 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
- 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

Physical demands may include standing/walking for long periods, lifting through full range (should be able to lift a minimum of 25 lbs.), working in confined spaces, working in extremes of heat, cold and inclement weather. Moderate to heavy physical demands will be required to load and unload trucks and to lift equipment. Experience working with individuals with intellectual disabilities is a plus but is not required.

Position Impact: The Regional Sports Programs Intern will play a vital role in providing high quality sports opportunities to Special Olympics Arizona athletes in the Valley 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>