

Volunteer Recruitment Intern

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: Volunteer Recruitment Intern – *unpaid*

Reports to: Volunteer Engagement Senior Coordinator

Location: SOAZ State office - 2455 N. Citrus Rd. Bldg. 64, Goodyear, AZ 85395, plus travel for valley area events and optional remote time

Commitment: This is a 15-week unpaid internship with flexible hours up to 10 hours per week.

Description: The Volunteer Recruitment Intern will learn from and assist the Volunteer Engagement team in the recruitment, engagement, and retention of SOAZ volunteers. Tasks may include the following:

- Creating posts for volunteer openings on various recruitment sites
- Assisting at events by checking in volunteers, ensuring they get water and breaks as needed, and assisting with event set-up and tear-down
- Creating marketing materials to promote volunteer opportunities
- Assisting in the tracking of volunteer statistics
- Researching potential volunteer group contacts at schools and community groups

Requirements: This intern should have reliable transportation. Successful candidates should be proficient with Microsoft Office Suite and Outlook. They should be successful communicators, both orally and written. Ideal candidates will have experience in the nonprofit sector or experience in an HR related field, and experience as a volunteer with a nonprofit. They should have a passion for Special Olympics and supporting SOAZ's athletes.

Physical demands may include lifting through full range (should be able to lift a minimum of 15lbs), working in extremes of heat, cold, and inclement weather, and moderate physical demands for loading and unloading equipment. The selected intern must pass the Criminal and National Sex Offender Registry background screening (required for all staff and interns).

Position Impact: The Volunteer Recruitment Intern will be a vital member of the SOAZ team. They will help serve the mission by working towards our goal to empower the over 180,000 Arizonians with intellectual disabilities to be healthy, productive, and respected members of society through the various programs offered by SOAZ. They will support SOAZ programs by helping to ensure each event is well staffed by volunteers.

The selected intern will receive various opportunities for professional development. 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>