

# SOKY INTERNSHIP PROGRAM

## GENERAL INTERNSHIP

*Special Olympics*  
Kentucky



**Overview:** The internship is intended to give an overall experience with Special Olympics Kentucky. We have a very wide and varied scope so good experiences are available in many areas. Hours per week will be determined by student and/or class requirements. This is an unpaid internship with days of the week being flexible.

**Supervisors:** will work under the direction of several SOKY staff members depending on the assignment for the day/week.

**Timeline:** Determined by student

### **Duties/Responsibilities:**

- Data entry for both competitive events and special events (fundraisers).
- Assist with administrative duties to include; mailings, copying, collating, sorting, etc.
- Event preparation to include; on-site packets, sorting t-shirts, organizing equipment, etc.
- Assist in the recruitment of Special Event participants (polar plunges, plane/truck pull events, etc.) targeting colleges, high schools and church groups.
- Identify outlets for event marketing materials (and deliver).
- Assist with the volunteer processing procedures.
- Assist with event set-up; special events/fundraisers and competitive events.
- Assist with follow-up procedures for both competitive events and for the special events.

### **Qualifications:**

- Experience with PC Microsoft Windows and the programs associated with Windows in particular but not limited to; Outlook, Word, Excel and Power Point.
- Strong oral and written communication skills
- Currently enrolled in college
- Must have a valid driver's license along with reliable transportation
- Must be able to commit to a regular schedule
- Represent Special Olympics Kentucky in a professional manner
- Must complete the on-line Special Olympics Kentucky Volunteer Orientation and the on-line Protective Behaviors Course.
- Attendance at the events in which you support is highly recommended.

### **Additional:**

- Expenses covered during travel related to events to include food and housing. There will be access to a company van to use for official business when asked to go from Frankfort to a destination and back.
- Office resources provided on site; designated work area, computer, telephone and access to copier, fax and full kitchen.

**INTERESTED INDIVIDUALS PLEASE CONTACT TEAM SPORTS AND COACH EDUCATION PROGRAM DIRECTOR, HUNTER BRISLIN AT 502-695-8222 OR [HBRISLIN@SOKY.ORG](mailto:HBRISLIN@SOKY.ORG)**