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