

SOKY INTERNSHIP PROGRAM

Volunteer Liaison Internship

Special Olympics
Kentucky



Overview: This internship is intended to give an overall experience with Special Olympics Kentucky but will be primarily focused on assisting with our volunteer program and serving as a liaison between your school and Special Olympics Kentucky. This is an unpaid internship with days of the week being flexible.

Supervisors: Will work primarily under the direction of the Director of Volunteer and Program Services but may work with several other SOKY staff members depending on the assignment for the day/week.

Location: SOKY State Office (Frankfort, KY) and event locations around the state

Timeline: Determined by student and school requirements

Duties/Responsibilities:

- Participate in department meetings and activities respective to the role.
- Serve as a recruiter and advocate for SOKY hosted events across the state.
- Assist with Class "B" Day of Event Volunteer aspects of state wide volunteer driven program which include:
 - volunteer management processes from recruitment through post event follow-up.
 - day of event management which can include check-in, training, and support.
- Assist in the approval process of Certified Class "A" Volunteers.
- Assist with the management of the volunteer database.

Qualifications:

- Experience with PC Microsoft Windows and the programs associated with Windows but not limited to; Outlook, Word, Excel and Power Point.
- Familiarity with various volunteer data-entry programs is preferred but not mandatory.
- Strong oral and written communication skills.
- Currently enrolled in college.
- Comfortable speaking in front of large groups.
- Actively involved in the local community.
- 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 be able to become an approved Class "A" Special Olympics Volunteer which including the passing of a national background check.

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