



Position Title: Sport Management Intern

Description: As a valuable and essential member of the Special Olympics Rhode Island program staff, Sports Management Intern(s) will receive hands-on experience in the areas of developing, planning, organizing, and managing the execution of a year-round Olympic-style sports competition and training program for athletes, coaches, and volunteers.

Supervised by: Chief Mission Officer

Individuals will work 10 – 15 hours per week to include office hours and field work.

Responsibilities may include:

- Assist with facilitation of sport programs including weekly league play and single events
- Assist with competition divisioning and tournament format
- Assist with the data entry of sports medicals, registration forms, and volunteer forms
- Assist with league competition in year round program
- Assist with volunteer recruitment
- Manage individual volunteers and group volunteers for weekly and 1-day events
- Supervise students, coaches, family members on a weekly basis as it relates to weekly training program
- Communicate with families as it relates to program goals and objectives

Qualifications:

- High School Diploma
- Strong organizational skills
- Experience working with volunteers
- Ability to work independently as well as with a team member
- Professional appearance
- High energy and passion for Special Olympics' mission
- Proficient in Windows, Microsoft Word, Excel, PowerPoint, Outlook and Publisher
- Schedule and hours are flexible and will change depending on scheduled events

To apply, please send a cover letter and resume to careers@specialolympicsri.org.