



Leisure Service Internship

Spring 2015

The Leisure Service Intern will have the opportunity to work alongside the Outreach Coordinator for the planning and implementation of all LEEP events and activities. This is a Part-time internship (15-20 hours/week), and will include work in and out of the office. The Leisure Service Intern will also have the opportunity to work as a certified Special Olympics Coach during our “summer” sporting season.

Duties and Responsibilities Include:

- Event planning and daily programming assistance
- General office assistance (receiving phone calls, filing, taking registrations, etc.)
- Attending and running evening programming as needed
- Serving as a summer season Special Olympics Coach (Aquatics, Basketball, Volleyball, &/or Track and Field).
- Attending LEEP events as needed (fundraisers, community events, etc.)

Desired Skills/Proficiencies:

- Strong communication skills
- Microsoft Office Suite (Excel, Word, Publisher)
- Web 2.0 tools (Facebook, Twitter, Animoto, Instagram, etc.)
- Experience working with specialized populations and/or vulnerable adults

Requirements:

- Valid Driver’s License and reliable transportation
- Flexible work/school schedule (Monday-Friday 8:30am-5pm and some nights and weekends)

**Internship placement contingent on potential background check approval.*