



Leisure Education for Exceptional People

Programming Internship

Summer 2018

LEEP's Programming Intern will gain experience in a non-profit office setting and also gain experience directly working with LEEP participants. Interns will work with our Program Manager and Athletics Manager to help plan, implement, and evaluate programs that focus on inclusive education, recreation, and healthy living opportunities for people living with developmental and intellectual disabilities. The Programming Intern will work with the Development Manager to gain experience in outreach and fundraising. The Summer Programming Intern will work alongside LEEP staff to facilitate one of LEEP's most popular Youth Program, Summer Rec. The intern will also have the opportunity to work as a certified Special Olympics Coach for LEEP's Summer Sports Season. This internship position is full-time (a minimum of 30 hours per week) and will include both typical (9am-5pm) and some non-typical hours (evenings and weekends).

**Duties and Responsibilities Include:**

- Assist in planning and implementing existing programming.
- Assist in the development of new programming.
- Daily program preparation.
- Database entry and management.
- Travel with LEEP Participants.
- Research expanding our youth programming.
- Help LEEP increase membership numbers and membership satisfaction.
- Facilitate LEEP's Summer Rec Program alongside LEEP staff.
- Coach a Special Olympics team.
- Assist Athletics Manager with Special Olympics preparation and planning.
- Assist with cultivating and obtaining programming and special olympics sponsorships.
- General office assistance (receiving phone calls, filing, taking registrations, ect.)

**Desired Skills/Proficiencies:**

- Strong communication skills (verbal and written)
- Microsoft Office Suite
- Enthusiasm for vulnerable populations and recreation
- Problem solving and critical thinking skills
- Program planning, implementing, and evaluating experience

**Requirements:**

- Valid driver's license
- Must be mostly available between 8am-5pm and at least one evening per week.

*\*internship placement contingent on potential background check approval.*

Interested applicants should apply online and email [outreach@mankatoleep.org](mailto:outreach@mankatoleep.org) with resume and cover letter. Applications received prior to March 20<sup>th</sup>, 2017 will be given priority.