

**SPORT INTERN
SPECIAL OLYMPICS NORTH DAKOTA**

HOURS TO WORK PER WEEK: Flexible based on school schedule (office hours are 8AM-5PM Monday-Friday)

WAGE/SALARY: Unpaid; possibility of a stipend upon completion of projects

EMPLOYMENT START DATE: As soon as possible

EMPLOYMENT END DATE: N/A

SUPERVISOR: President/CEO, other staff members

ROLE WITHIN DEPARTMENT:

Responsible for implementation of fitness materials, athlete outreach, event organization, and other duties as assigned

JOB DUTIES:

- Communicate directly with athletes, volunteers, and area directors to gain information and distribute necessary materials
- Assist in the coordination/planning of sport events
- Expand SOND's reach throughout the state
- Promote a healthy lifestyle among athletes and other constituents
- Assist in office administration duties
- Other duties as assigned

QUALIFICATIONS:

- Pursuing a degree in Kinesiology, Exercise Science or other field related to sport competition
- Knowledgeable about physical fitness and all areas of sport
- Proficient with Microsoft Word and Excel
- Excellent verbal and written skills
- Ability to learn new software (used in managing games)
- Great leader/team player
- Self-starter
- Organized

LOCATION:

The Sport Intern will work from the Special Olympics North Dakota headquarters in Grand Forks, ND. This is not a remote internship opportunity.

APPLICATION DEADLINE:

Immediately. Position remains open until a qualified candidate is selected.

HOW TO APPLY:

- Send resume and cover letter (optional) to info@specialolympicsnd.org
- Apply on our website at <https://specialolympicsnd.org/who-we-are/job-application.html>