



## Healthy Communities Internship

**Department:** Programming

**Reports to:** Director of Programming Projects

**Status:** Part-time, unpaid

### JOB RESPONSIBILITIES

- 1. Event Management:** Participate in development, planning, and execution of events. Recruit, train, and supervise volunteers needed for implementation such as Healthy Athletes and/or Healthy Habits. Educate athletes about the importance of health at events. Collect and process Healthy Athletes entry data. Events that interns coordinate will vary based on time of year, intern's interest, and the needs of Special Olympics Pennsylvania.
- 2. Project Assistance:** Assist with the Healthy Communities Project in development, planning, and execution of events such as Fit 5 and/or Team Trainer. Assist as needed with other Special Olympics projects. This could include learning and using computer software, office/administrative tasks, loading and unloading, physical set-up of venues, and customer service.

### QUALIFICATIONS

- Major Focus: Public Health, Health Care Management, Nursing, Nutrition Science, Kinesiology, Health Promotion, Fitness Development, Programming; etc.
- Knowledge: Basic computer knowledge
- Skills: Written communication, detail-oriented, interpersonal skills, and flexible

### SPECIAL DEMANDS/OPPORTUNITIES

- Assignments can be tailored to meet the student's personal interests or specific educational requirements
- Flexible hours, based on student's requirements and schedule
- Some weekend and evening work
- Travel in-state
- Must complete required background checks

### FOR MORE INFORMATION CONTACT:

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#### Special Olympics Pennsylvania

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