



Philadelphia UCS Coordinator Internship

Supervisor: Unified Champion School Manager, Philadelphia

Status: Non –paid position

Position Description: To assist in the planning and implementation of all Philadelphia Unified Champion School (UCS) activities including sports trainings sites and competition events.

Position Characteristics: Looking for an individual with strong leadership skills, easily self-motivated, highly organized, exhibits pro-active communication, and is ready to work in a fun and dynamic environment!

Position Responsibilities:

- Work with UCS Manager to plan and oversee all UCS competitions – league play days and championships
- Manage volunteers at the UCS competitions
- Assist with the planning and execution of all current and new sports training sites.
- Ensure all schools have sufficient number of coaches to support training and competition requirements.
- Ensure each school has all needed sports equipment
- Visit and evaluate training sites to assess the appropriateness of training and ensure that athlete documentation is maintained.
- Equipment inventory, ordering, loading, and unloading for events
 - Physical ability to be able to lift up to 20 lbs
- As directed, contact athletes, volunteers and SOPA staff to confirm/request information
- Scan and file electronic and paper forms

Position Requirements:

- 15 hours per week
- Expenses covered/reimbursed during travel related events (i.e. food, housing)

Qualifications Desired:

- Fluency with Microsoft Office
- Good oral and written communication skills
- Ability to work independently and in a group setting
- Great organizational skills and detail-oriented
- Personable and ability to work with a variety of people

Location:

The office is business casual environment in Northeast Philadelphia area.

To obtain further information, please contact:

Mike Jordan

UCS Manager, Philadelphia

Email: mjordan@specialolympicspa.org

Phone: 215-671-5078

Organization Description:

Special Olympics Pennsylvania (SOPA) provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. For more information about how SOPA inspires greatness, visit www.specialolympicspa.org.