



Volunteer Management Intern

This intern will work directly with the Director, Volunteer Management for Special Olympics Maryland, and will have the opportunity to work hands-on in relationship cultivation for volunteer programs. The Volunteer Management Intern will work primarily in the areas of high school program, developing plans and strategies to recruit and retain school- and community-based volunteer relationships. The Volunteer Management Intern will also have the opportunity to gain skills in event-based volunteer management by serving as the volunteer point of contact for one group at one major Special Olympics Maryland event.

Reports To: Director of Volunteer Management

Key Accountabilities:

- Identify key community partners to support volunteer efforts at events.
- Communicate with individual volunteers and volunteer groups to create volunteer experiences at competitions and special events.
- Identify skilled volunteer groups (NCAA sports teams, etc) for specific volunteer roles.
- Create recruitment materials for volunteer and community partnerships.
- Collect impactful stories from volunteer experiences to share on social media and website.
- Attend community partnership meetings to evaluate partnership and set plans for future events.
- Assist with Volunteer Appreciation efforts including t-shirt design, Thank-A-Thon, and National Volunteer Appreciation Week events.
- Attend sports events to assist Director, Volunteer Management with event volunteer management.

As the Volunteer Management Intern, you will gain the following experience:

- Project Management
- Volunteer Management
- Event Planning and Management
- Community Relations
- Website and Social Media Design

Qualifications:

- Must be a college/university student and receive college credit for internship.
- Good oral and written communication skills.
- Strong Interpersonal Skills.
- Ability to work independently with scheduled regular contact with the Volunteer Coordinator
- Technology Skills including Microsoft Office

Work Schedule:

- Flexible weekdays based on school schedule.
- Must be available to work some weekends.

To apply for the Sports Information internship, please submit letter of interest and resume to volunteers@somd.org