



**SPECIAL OLYMPICS MICHIGAN
UNIFIED SPORTS & INCLUSION CENTER**

Facility and Events Internship
Full-time Internship

Start Date: Fall 2021
End Date: Spring 2022
Hours Per Week: 40 Hours

The Special Olympics Unified and Inclusion Center is a one-of-a-kind facility that will be the largest Special Olympics regional facility in the world. It will also serve as a service hub to intellectually disabled people in Southwest Michigan by partnering with other non-profits that serve the community. Upon completing a full-time internship the student will be able to book/manage events, understand risk management, schedule and bill for a facility, and have a better understanding of Special Olympics Michigan (SOMI) programs and participants. SOMI's mission is to provide year-round sports training and athletic competition for children and adults with intellectual disabilities.

FACILITIES

- Complete daily facility walk-throughs and fill out reports as needed
- Assist with cleaning, organization, and facility projects
- Open & close the facility
- Coordinate volunteer projects within the facility
- Serve on the service team for the facility

EVENT MANAGEMENT

- Supervise the facility during events
- Coordinate and create events for facility tenants, users, and community
- Work directly with external and internal partners to execute events
- Coordinate volunteers and set up for events
- Organize clean up and teardown after events

RISK MANAGEMENT

- Conduct quarterly and annual risk management assessments
- Coordinate opening and closing the facility each day
- Work with vendors to conduct testing as needed
- Ensure the facility is as safe as possible at all times
- Facilitate safety training for staff and tenants
- Assist in building the Emergency Action Plan

MARKETING

- Manage social media accounts for the facility to ensure community outreach
- Assist in overseeing signage and facility sponsorships
- Collaborate with SOMI Marketing to develop branding and facility plan
- Help with facility press releases

OTHER

Other duties as assigned

FACILITY INTERN ONBOARDING AND MANAGEMENT PLAN

POSITION POSTING

The position will be shared with several collegiate recreation, events, and sports management programs to find the best fit for a candidate possible.

HIRING/INTERVIEWING

Participants will be interviewed by two SOMI representatives and will be told a timeline for hiring as well as expectations for the position.

1ST DAY

The first day of the internship will entail the following:

- SOMI Handbook
- Internship Handbook
- Tax Paperwork as needed
- Schedule
- Vehicle Access
- Calendar Access
- Email Access
- Computer Access
- Facility Tour
- Answer Questions

1ST WEEK

- Planning for first three months of internship
- Projects, goals, and timelines
- State Office visit
- Begin scheduling, billing, and coordinating facility
- Introduction and meeting with building partners

MONTHLY PLAN

The intern will:

- meet bi-weekly with supervisor
- attend necessary committee meetings
- know their schedule for each month by the 20th of the preceding month. Reasonable accommodations will be made for personal and academic reasons.
- have monthly and annual goals. Monthly goals should work towards a larger annual goal.
- help develop the program throughout the year



PERSONAL INFORMATION

FULL NAME: _____ DATE: _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ PHONE: _____

EMPLOYMENT HISTORY

HAVE YOU PREVIOUSLY BEEN EMPLOYED? YES NO

EMPLOYER 1: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

JOB TITLE: _____ KEY RESPONSIBILITIES: _____

EMPLOYMENT DATES: FROM: ___/___/___ TO: ___/___/___

REASON FOR LEAVING: _____

EMPLOYER 2: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

JOB TITLE: _____ KEY RESPONSIBILITIES: _____

EMPLOYMENT DATES: FROM: ___/___/___ TO: ___/___/___

REASON FOR LEAVING: _____

REFERENCES *(professional only)*

REFERENCE 1: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

REFERENCE 2: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

REFERENCE 3: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? YES NO*

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES* NO

*PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____