
BRIDGE II SPORTS

"Find The Player Within"

Programs Intern

Our Values and Belief: Bridge II Sports recognizes the value and potential of all lives. Disability does not define people or outcomes.

Our Vision: By creating opportunities Bridge II Sports develops a culture of empowerment that fosters respect for all abilities and has a life changing impact on all humanity.

Our Mission: Bridge II Sports educates, develops and implements opportunities for youth and adults with physical disabilities to play individual, team and recreational sports.

Position Overview:

Bridge II Sports is looking for a student that strives to be challenged and gain hands on experience with program planning and management. Interns are accepted for spring, summer, and fall internship opportunities. The event will vary based on the semester. Interns will be expected to work 35-40 hours per week. Programs and events will vary based on when the internship takes place.

The programs intern will:

- Report to Assistant Executive Director and assist the Program Coordinator in daily tasks and weekly implementation of programs;
- Maintain appropriate communication with supervisor, athletes, and volunteers to build strong and encouraging relationships;
- Have a good attitude and willingness to learn;
- Discuss goal setting with athletes;
- Assist program coordinators with equipment maintenance, such as replacing tires, semi-annual maintenance, etc. on all adaptive equipment;
- Assist with loading and unloading of all equipment from truck, trailers, warehouse, etc.
- Write lesson plans for sports to include: stretching routines, drills, and cool down;
- Maintain accurate participant and volunteer data – such as attendance records and spreadsheets;
- *Assist with School Initiative Outreach as needed;
- Other duties as assigned.

* School Initiative Outreach – A day of exposure teaching adaptive sports to elementary and middle school students throughout NC Public Schools. This is a product of NC legislation implemented by BII.

Educational Goals:

- Learn the steps leading up and execution of program implementation
- Gain experience in interacting with athletes, parents, volunteers, and the public
- Cultivate a working knowledge of various physical disabilities
- Basic understanding of how Consumer Records Management/NEON is utilized for athlete and volunteers
- Basic understanding of ADA and how that can impact programs and events
- Increase knowledge of adaptive sports
- Implement adaptive sports programs with supervision

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Important Qualities:

- Reliable transportation to and from Bridge II Sports office
- Proficient in Microsoft Office, especially Word and Excel
- Detail oriented and organized
- Excellent oral and written communication skills
- Appropriate Phone etiquette
- Knowledge of person first language
- Have a sense of humor

Preferred majors or academic programs:

Sport Management, Sports Administration, Communications, Marketing, Public Relations, Recreation Management, or other related majors.

Compensation: This is an unpaid internship. Internships can be used for college credits. Interns will receive Bridge II Sports apparel to wear in the office and to events, which can be kept by the intern.

Program Intern

Date

Assistant Director

Date

Executive Director

Date