**Programming/Events Intern**

**Summer (1 Position Available)**

May – July 31 (starting date negotiable) | Full-time (30+ hours per week)

**Who:** Students majoring in therapeutic recreation, adaptive sports, sport management/leisure studies, business administration, event management or related field. All college levels are welcome to apply but juniors and seniors who need internship credit to graduate are strongly encouraged to apply.

**Overview:** As the statewide leader in sports and recreation opportunities for Iowans with physical and vision disabilities, Adaptive Sports Iowa (ASI) will provide our interns with a unique and educational experience. Interns will have the opportunity to take part in all aspects of sports and recreation management from program design to event management as well as working with our athletes.

This internship opportunity will demand a lot but is guaranteed to provide outstanding real world experience. Our interns will be closely involved in all aspects of our programming and tasked with significant responsibility. Programs an intern will assist with include: air gun, wheelchair tennis, beep baseball, outreach events, and RAGBRAI. Adaptive Sports Iowa organizes the only team within RAGBRAI that supports cyclists with physical and vision disabilities. 2020 will be the 10th year of our team riding together. The role of our summer intern will be to help plan all aspects of our RAGBRAI team alongside our ASI Coordinator.

**Qualifications**: Must be organized and detailed oriented. Must have some skills with Microsoft Word and Excel and have the ability to learn the ASI registration database. Must have an excellent work ethic and be able to work independently. Must have the ability to follow the APIE (assess, plan, implement, evaluate) development process.

**Job Description**: The internship will focus on the planning and operations of ASI programs and events.

* Event coordination
* Roster management
* Volunteer correspondence
* Facility set-up/teardown
* Program assessments/evaluations

**Why the Iowa Sports Foundation:** This internship will give you the opportunity to learn a great deal about not-for-profit sports and recreation entities. You will work with dedicated staff and gain insights of sport and event management. Additionally, you will develop hands-on skills as you work with individuals with disabilities and learn various adaptations which allow them to participate in sports and recreation.

**Hours:** Office hours will vary throughout the summer.  Expect extended hours and weekend work leading up to RAGBRAI (July 18-25, 2020). Any additional hours worked will be compensated by taking other days off so that an intern is not working over 40 hours a week.

**Other Perks:**

Paid Stipend at the conclusion of the internship

Fitness membership to the recreation centers on the campus of Iowa State University

Develop a professional network

Have fun while building your resume

**Deadline to apply:** March 27, 2020

**How to apply:**   
Email a resume, cover letter and contact information of three references.

**Submit to:**

Hannah Lundeen, CTRS, Adaptive Sports Iowa Coordinator [hannah.lundeen@adaptivesportsiowa.org](mailto:hannah.lundeen@adaptivesportsiowa.org) Office: 888-777-8881 x 115