

# **National Sports Center for the Disabled Internship Job Description National Programs Spring 2010**

The National Sports Center for the Disabled (NSCD), a non-profit organization headquartered in Colorado, provides year-round therapeutic recreation and competitive opportunities for children and adults with disabilities. The NSCD is offering an internship position(s) in the Denver office to assist with the development of the National Programs Division.

## **Deadline for Application**

Winter application deadline for the internship is October 23, 2009 with selection made by November 13, 2009.

## **Length of Internship**

The NSCD internship is 12 – 14 weeks. Candidates should be available to start early to mid January 2010. Schedule may vary to include nights and a few weekends.

## **Location of Internship**

The intern will be headquartered in the Denver offices of the NSCD (Invesco Field at Mile High), but will be expected to work throughout community.

## **Supervision**

Supervision of the candidate will be provided by the National Programs staff.

## **Training**

The selected candidate will be provided with training at the NSCD's Colorado headquarters including Denver and Winter Park. In addition, intern may be asked to travel to one national location, with travel expenses covered.

## **Staff Meetings / Conference Calls**

Interns are required to attend and participate in staff meetings.

## **Compensation**

The internship position is unpaid. Interns receive a season pass to Winter Park Resort during period of internship.

## **Internship Qualifications**

- Must have completed a minimum of junior year of college or graduated from college majoring in non profit management, business administration, sports/recreation management, journalism, or related field
- Ability to communicate effectively with individuals and groups
- Knowledge of various disabilities or experience working with people with disabilities
- Experience or knowledge of the following activities or sports: soccer, baseball, football, basketball, hockey, lacrosse, hiking, mountain biking or other outdoor activities.

## **Primary Internship Responsibilities**

- Assist with the logistics and development of one day sports camps, held in partnership with professional sports teams, in various locations for youth with disabilities ages 6 – 18. Responsibilities may include organizing location and equipment for events as well as recruiting participants and volunteers
- Assist with logistics for NSCD's Soccer Ability League with locations in Chicago, Denver, and Kansas City
- Develop relationships with community based organizations to increase visibility of the NSCD and it's programs
- Develop a promotional plan for upcoming programs including press releases, email newsletters, and social media
- Attend a NSCD National Program Committee meeting to gain working knowledge of NSCD board direction
- Assist with at least one upcoming NSCD general fundraiser or event
- Spend at least 8 – 16 hrs working with other NSCD divisions to gain an overall understanding of the organization

### **NSCD Expectations from University/College**

- Faculty member to serve as student adviser
- Communication between the student, adviser and the NSCD supervisor at least once during the internship by either visitation or phone
- The necessary forms for midterm and final evaluation of student
- **Special arrangements will be made for those not completing internship for college credit**

### **Application Process**

Send or email resume and cover letter to:

NSCD-National Programs

1801 Bryant St., #1500

Denver, CO 80204 or Scott Dameron, [sdameron@nscd.org](mailto:sdameron@nscd.org)

**Contact Information:** Scott Dameron, National Programs Coordinator  
[sdameron@nscd.org](mailto:sdameron@nscd.org)  
 303.293.5310