

ADMINISTRATIVE INTERNSHIP DESCRIPTION

Organization:

SPLORE is a non-profit organization that provides life-changing outdoor recreation experiences to children and adults with disabilities and special needs. SPLORE has been part of the Wasatch Front community for 30 years and annually serves more than 1,500 people with physical, cognitive, emotional and developmental disabilities. SPLORE's accessible adventures include white water rafting, canoeing, rock climbing, cross-country skiing and community-based outdoor recreation services. SPLORE is funded through a combination of grants, corporate donations, individual donations, and fundraising events.

Internship Position

SPLORE Administrative Internship

Dates

- 2007 Spring Semester
- 2 – 4 Credits / 84-168 Internship hours
(approximately 8 – 16 hours per week for 12 weeks)

Stipend

- Approximately \$400 stipend for total Internship

Location

SPLORE, 880 E. 3375 S., Salt Lake City, UT 84106

Contact Person:

Erik Rolstad, Executive Director (erolstad@splore.org)

Phone: 484-4128 x 1, Fax: 484-4177

Description

You will be responsible for multiple aspects of social service agency administration including: office management, fundraising, marketing, staffing, and database management

Responsibilities:

Office Management:

- Written correspondence and general office management tasks.
- Coordinating billing and assisting in accountant management.

Fundraising

- Researching, writing, and submitting grant proposals.
- Coordinating special fundraising event logistics.
- Soliciting individual and community donations.

Marketing

- Promoting and educating community members about programs and services.
- Developing and disseminating marketing materials.

Staffing

- Participating in regular staffing meetings and planning sessions.

Database Management

- Maintaining, updating, and managing database information.

Qualifications

- Strong Verbal and Written Communication Skills
- Ability to work independently and complete assigned tasks within identified timeframes
- Basic Database (Microsoft Access) and Spreadsheet (Microsoft Excel) Familiarity
- Positive attitude, flexibility, and strong problem solving skills
- Desire to work in a social service setting with a wide range of individuals with diverse needs.

Supervision

You will be assisted, directed, and supervised by SPLORE's Executive Director in coordination with career resource center personnel as required.

Impact on Agency

Your participation in this administrative internship will provide much needed assistance in vital areas of our small, grassroots, social service agency. We are able to provide *accessible* and *affordable* services to people with disabilities by enlisting the “time, talent, and treasures” of volunteers and interns from the local community. SPLORE is a unique organization that brings people with disabilities together with their friends, families, care providers, and community volunteers in a safe, supportive, inclusive and fun outdoor environment. Your participation in this internship will help SPLORE continue to move forward in accomplishing this goal.

Personal Outcomes

This internship will train you in several aspects of social service agency / small business administration. You will gain direct “hands on” experience in the aforementioned areas while developing an understanding of the administrative functions that support a charitable organization. You will also have an opportunity to participate on in SPLORE accessible outdoor adventure programs via adaptive rafting, rock-climbing, canoeing, and cross country skiing trainings and client programs.