



**Internship Position Available  
Coaster Challenge – Hours Flexible (Summer / Fall – 2019)**

Position Summary: Reporting to Director, Youth Initiatives, the internship will support the Youth Initiatives and Six Flags Great America staff on all aspects relating to the Coaster Challenge, a signature Special Olympics Illinois fundraiser, tentatively scheduled for Saturday, September 21, 2019. Internship dates are June 10 - September 30. Dates are flexible in August and September based on the needs of the selected Intern. Intern must also be available and present for the Coaster Challenge on September 21, 2019 (Tentative Schedule).

Position Responsibilities

Promotional Events:

- Assist in development of promotional schedule with Six Flags Great America.
- Ability to interact with event attendees, visitors, corporate staff, etc.
- Must be comfortable handling sales function at promotional events
- Establish communication with event volunteers if needed
- Confirm all event details (date, time, contact information, etc.) in writing with volunteers and event staff
- Prepare and send acknowledgements to volunteers and event staff

Financial Protocols:

- Deposit funds as directed and transmit reports to finance department in the Normal office
- Maintain accurate financial records in both paper and electronic formats
- Track all personal expenses and receipts and submit expense report every other week

Other Duties:

- Data entry, mailings, social media updates, and regular promotions
- Support Youth Initiatives and Six Flags Great America staff on an as-needed basis in other responsibilities as assigned

Core Competencies

- Strong multi-tasking and time management skills , detail oriented
- Excellent written and verbal communication skills
- Must be comfortable handling sales function at promotional events
- Outgoing personality, interact effectively with staff, volunteers, event attendees
- Experience in Microsoft Office – Word, Excel, PowerPoint, Outlook

Requirements

- Must have your own car and possess a valid driver's license and good driving record; There may be use of company car/van at times
- Must be able to lift 40 lbs comfortably
- Must be available some nights, weekends and for overtime if necessary
- Payment is through College Course Credit

Please submit resume and cover letter to Jennifer Marcello, Director of Youth Initiatives, via email at [jmarcello@soill.org](mailto:jmarcello@soill.org) or mail to 500 Waters Edge, Suite 100, Lombard, IL. 630-200-7693