



**Sales/events intern for the Special Olympics IL Chicago Ducky Derby  
Part Time position paid - \$11/hour (Summer 2020)**

Position Summary: Intern reports to Director of Corporate Partnerships, Shelley Chenoweth. He/she will be working closely with development and marketing staff on sales and promotional events in relation to the Chicago Ducky Derby, a signature Special Olympics Illinois fundraiser, scheduled for Thursday, August 6, 2020. Internship hours are approximately 15-25 hours per week beginning May 18<sup>th</sup> and ending August 14<sup>th</sup>.

Sales/promotional events prior to Duck Derby:

- Strong communication with event attendees, athletes, and families
- Prepare promotional sales bin with all necessary items
- Complete inventory sheet for souvenirs via excel
- Set up at promotional events and maintain the sales area
- Track souvenirs and record sales numbers in excel
- Serve as “Splash”, our duck mascot at promotional events
- Responsible for collecting money and using credit card machines

Duties on day of event:

- Loading and unloading moving trucks with supplies/equipment
- Setting up and taking down for the event
- Managing sales tables and handling money during the event
- Other duties as assigned

Core Competencies

- Strong customer service skills
- Ability to multi-task in a fast paced, high energy environment
- Experience with Microsoft Office – Word, Excel, and Outlook
- Good time management skills
- Experience with in person sales

Requirements

- Must have access to a vehicle and possess valid driver’s license and car insurance
- Must have experience with driving/parking in downtown Chicago
- Must be able to lift 40 lbs comfortably
- Must be available for a total of 15-20 hours specifically on Tuesday, Thursday, and some weekends and evenings
- Must pass background check

Please submit resume and cover letter to Shelley Chenoweth Director, Corporate Partnerships, via email at [schenoweth@soill.org](mailto:schenoweth@soill.org), or mail to 500 Waters Edge, Suite 100, Lombard, IL. Deadline to submit resume is December 6<sup>th</sup>, 2019.