



Adapted Program Support Internship – Summer 2025

Join an Organization Transforming Ambition into Opportunity: Northwest Association for Blind Athletes (NWABA) invites you to join our journey of empowerment. NWABA is poised for dynamic growth, driven by our mission to provide life-changing opportunities through sports and physical activity for children, youth, and adults who are blind or visually impaired.

Commitment to Growth and Excellence: Across the entire organization, we cultivate a culture of winning and continuous improvement. With an entrepreneurial zeal and a relentless pursuit of excellence, we invest significantly in our team and resources to fulfill our mission. We are committed to fostering an environment where everyone has the opportunity to succeed and thrive. With unwavering determination, we strive to achieve our goals and push the boundaries of what's possible.

At NWABA, we operate with full transparency, bringing honesty and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. And we bring steadfast determination in pursuit of our mission and our goals. Our next **Program Support Intern** will embrace our values, champion our mission, work with passion, and deliver results.

About the Internship: The Adapted Program Support Internship at NWABA is a 9-week immersive program that offers a unique blend of administrative learning and direct service delivery. Interns will work closely with athletes, volunteers, and staff, supporting adaptive sports programs and gaining invaluable experience in nonprofit operations and event planning. This hands-on role includes leading adaptive sports events, managing program logistics, and assisting with the day-to-day administrative tasks that drive NWABA's mission forward.

Internship Details

- **Duration:** 9 weeks (Summer 2025 – June to August)
- **Location:** NWABA Vancouver, WA office (Downtown Vancouver)
- **Hours:** 40 hours per week
- **Days Off:** Monday and Tuesday
- **Compensation:** \$18-\$20/hour
- **Flight or Mileage Reimbursement:** Up to \$750 (paid in the first paycheck cycle)
- **Lodging Stipend:** \$1000 (paid in the first paycheck cycle)
- **Sports Involved:** Tandem biking, kayaking, paddleboarding, hiking, cooperative games, goalball, and more!

Learning Goals and Outcomes

1. Administrative Excellence

- **Goal:** Develop skills in nonprofit administration, including program planning, data management, and logistical coordination.
- **Outcome:** Interns will maintain accurate program records, coordinate event logistics, and communicate effectively with athletes, volunteers, and partners.

2. Adaptive Sports Leadership

- **Goal:** Build confidence in leading adaptive sports and recreation events for athletes and volunteers.
- **Outcome:** Interns will independently lead at least two Sports Outreach events, demonstrating effective communication and adaptive teaching techniques.

3. Event Planning and Coordination

- **Goal:** Understand the planning and execution of NWABA's adaptive sports programs.
- **Outcome:** Interns will create detailed event plans and implement them successfully as part of their capstone project.

4. Capstone Activity Execution

- **Goal:** Gain experience in project management by planning and leading a Sports Outreach event.
- **Outcome:** Interns will evaluate the success of their capstone project through participant feedback and post-event debriefing.

5. Team Collaboration and Communication

- **Goal:** Enhance teamwork skills and foster professional relationships within a nonprofit environment.
- **Outcome:** Interns will actively participate in team meetings, providing updates and feedback.

Roles and Responsibilities

- Assist in planning, coordinating, and delivering adaptive sports events, such as kayaking, tandem biking, hiking, and goalball.
- Support administrative tasks, including maintaining accurate records in the organization's database, managing program registrations, and assisting with volunteer coordination.
- Act as the designated staff representative at program events, ensuring high-quality experiences for participants.
- Collaborate with NWABA team members to execute program logistics, including scheduling, equipment management, and communication with athletes and volunteers.
- Independently lead program sessions under the supervision of NWABA staff.
- Plan and execute a capstone project that showcases leadership, project management, and adaptive teaching skills.
- Participate in weekly progress meetings with a supervisor to discuss learning outcomes and receive feedback.
- Ensure the functionality of adaptive sports equipment and support setup and breakdown for events.

Eligibility Requirements

- Open to undergraduates in their third and fourth years (juniors and seniors) and graduate students.
- Passion for adaptive sports and working with individuals who are blind or visually impaired.
- Strong organizational and communication skills.
- Ability to lift and carry up to 50 lbs. and support physical activities in outdoor environments.
- Flexibility to work evenings and weekends, as most events occur during these times.

- Valid state-issued driver's license and ability to pass a background check.
- Current First Aid, CPR, and Lifeguard Certification (or willingness to obtain).

Application Instructions To apply, please submit the following to: sgibbins@nwaba.org

1. **Your Résumé**
2. **A Cover Letter**
 - Why are you interested in working with NWABA?
 - What experience do you have in adaptive sports or recreation? Provide specific examples.
3. **Three Professional Recommendation Letters**

Applications that do not include all required components will not be considered.

Subject Line: Adapted Program Support Internship Application

Be part of a mission-driven organization that transforms lives through adapted sports. Apply today and help create opportunities for individuals who are blind or visually impaired to thrive through physical activity!