



Retreats Internship

Focus areas: Retreats (tourism/events)

JOB TITLE: Retreats Intern

DEPARTMENT: Outdoor Education/Retreats

REPORTS TO: Director, Outdoor Education and Professional Services with supervision by Assistant Directors of Retreats

DESCRIPTION OF POSITION:

The Retreats internship provides an opportunity to positively impact the lives of hundreds of people, including both youth and adults while at Bradford Woods. The internship presents a cross-trained experience in all program centers, but the primary focus will be on the 75+ Retreat groups attending Bradford Woods each Spring or Fall. The Intern will assist in building client relationships through phone, email and face-to-face communication, property tours, event preparation and delivery, and logistic support including event setups/takedowns.

The internship will also require a special project which should be attainable in the duration of the internship semester. This project shall realistically support current or future endeavors and act to increase revenue for the department as well as be a sound learning experience for the student.

ESSENTIAL FUNCTIONS:

1. Ability and desire to work with people of all ages and abilities in an outdoor setting.
2. Prior knowledge, training, classes, and/or experience in event management and outdoor centers or camps.
3. Ability and desire to assume leadership roles with both children and adults.
4. Excellent communication, time management, and organizational skills including English language proficiency.
5. Ability to interact with and work as a team player with other staff and participants.
6. Ability to serve as a positive role model to program participants, staff and the community.
7. Ability to work in a fast paced environment, which can be both physically and emotionally demanding.
8. Ability to learn and grow in the position by accepting constructive feedback from participants, co-workers and supervisor.
9. Ability to complete accurate documentation on a regular basis.
10. Ability to perform additional duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

1. Previous training and skills in event management, customer service, or camp management
2. Previous academic experience in outdoor education, leisure studies, general education, business, marketing, or tourism studies.
3. CPR and Basic First Aid required
4. Wilderness First Aid or Wilderness First Responder highly desirable
4. Lifeguard certification highly desirable particularly for summer and fall internships
5. Willingness to learn
6. Flexibility
7. Patience

PHYSICAL REQUIREMENTS:

1. Maintain a high level of activity including ability to be highly mobile in varied terrain
2. Stamina to endure long hours in a position that is both physically and emotionally demanding.
3. Ability to work at a computer or in an office environment for long hours.
4. Ability to provide a safe, fun learning environment for all.

COGNITIVE ABILITIES:

1. Ability to assess needs of participants and staff.
2. Ability to solve problems.
3. Ability to make judgment decisions.
4. Ability to communicate needs, concerns, and questions in English both verbally and written.
5. Ability to understand and remember.
6. Ability to demonstrate responsibility.
7. Ability to follow directions.

TRAINING:

1. Attend mandatory training sessions in the spring, summer, or fall
2. Acquire any required certifications prior to starting internship.

COMPENSATION:

1. \$200/week x 12 weeks plus free housing and partial board (meals while working with program). Memorial Day, 4th of July, and Labor Day are prorated if not worked for program.
2. Room and partial board while on duty.
2. Comprehensive training at one of the world's premiere outdoor centers.

Check out www.bradwoods.org or call 765-342-2915 for more information

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