



Recreation Management Intern

Summary: This position is designed to introduce a college student to working world of Recreation and Adventure Sports Management. The candidate will be able to experience all aspects of our operation with heavy focus placed on camp management and program instruction and safety. There is a special project component that entails assistance with the planning and execution during the Spring Semester for our major PaddleFest event at the beginning of the season. This position can also be tailored to meet special requirements for the student's institution. Specific duties are detailed below.

Location: Hammerman Beach, Dundee Creek

Minimum Qualifications:

- 18 years of age
- College student in a Recreation, Parks, and/or Hospitality Management program
- Previous experience with program planning and management
- Current Lifeguard certification
- Current First Aid and CPR/AED certifications
- Ability to provide own transportation
- Ability to move equipment in excess of 50lbs.

Desired Qualifications:

- Current certification from American Canoe Association (ACA), American Sailing Association (ASA), and/or US Sailing in kayaking, stand-up paddle boarding, windsurfing, and/or small boat sailing
- Previous knowledge of water sports
- Desire to learn and advance in instruction of water sports

Overview of Duties:

1. Assist with planning and management of annual PaddleFest and Bliss on the Bay 5K race event
2. Assist Certified Instructors with delivery and practice of nationally accredited knowledge, skills, and abilities for various sports
3. Assist with tours, team-building programs, and parties
4. Assist with social media post generation and management
5. Stage watercraft for start of daily operations
6. Re-rack and lock all watercraft at the end of daily operations
7. Fit guests properly for PFDs, paddles, kayaks, and paddleboards
8. Explain boundaries and suggested routes to all guests at time of launch
9. Meet guests returning from excursion to collect all equipment and re-stage
10. Participate in daily debrief and issue reconciliation
11. Assist with weekly equipment and site safety checks
12. Display a constant positive attitude toward guests and staff
13. Reports to Operations Manager, and General Manager, and President

Salary and Benefits: Approximately 40 hours per week. Compensation is a set weekly rate commensurate with experience. Payment occurs on the 15th and last of the month. One week of unpaid vacation is allotted between Memorial Day and Labor Day.