



236 Walnut Avenue
Lakeside, OH 43440
internships@lakesideohio.com
www.lakesideohio.com
www.facebook.com/lakesideohio
www.instagram.com/lakesideohio
blog.lakesideohio.com

2019 Lakeside Leadership Academy (Internship)

WHAT IS LAKESIDE CHAUTAUQUA?

Lakeside Chautauqua is a nonprofit organization that engages all ages in a year-round Chautauqua experience dedicated to nurturing mind, body and spirit. Located halfway between Cleveland and Toledo, it is a historic community that offers programming in religion, education, cultural arts and recreation during the summer. With daily concerts, special events, lectures, shuffleboard, tennis, waterfront activities, cottages, hotels, shops and restaurants, Lakeside Chautauqua remains a year-round retreat for generations of families. On your days off, visit nearby Cedar Point, Put-in-Bay, Kelleys Island, the Marblehead Lighthouse and other local attractions.

Our mission is “to enrich the quality of life for all people, to foster traditional Christian values and nurture relationships through opportunities for renewal and growth...spiritually, intellectually, culturally and physically...while preserving Lakeside's heritage.”

2019 INTERNSHIP OPPORTUNITIES

- Accounting/IT Support
- Advancement Events
- Arts/Entertainment Management
- Conference & Event Planning
- Educational Event Planning/Promotions
- Environmental
- Guest Services
- Horticulture
- Hospitality Management
- Marketing & Analytics
- Newspaper Publication Design
- Photography
- Programming/Religious Life
- Recreation
- Video
- Wellness

COMPENSATION & INCENTIVES

Lakeside Chautauqua offers a competitive internship compensation package, which includes a \$2,000 seasonal stipend, shared housing (rent, water, electric and cable/Internet included), Season Pass and Season Auto Pass to attend summer programming at Lakeside.

ELIGIBILITY & TIME COMMITMENT

The ideal candidate is enrolled in a college/university with having completed at least one year of an undergraduate degree. Graduate students and recent college graduates are also accepted. Interns are required to work days, evenings, weekends and all summer holidays from May 12 (at least) to August 16 (or later). Work schedules are determined by supervisors; some positions require a 10-hour work day. It is preferred that interns are not enrolled in summer classes while working at Lakeside.

HOW TO APPLY:

Applicants must submit:

- Cover letter
- Resume
- 3 Professional references (name and contact information)
- Writing and/or design samples (if required for position)

Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com. In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.



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2019 Accounting/IT Support Intern

The Accounting/IT Support Intern assists Lakeside Chautauqua in daily accounting activities and in maintaining the IT infrastructure throughout the organization, before and during the summer. The intern must have knowledge in basic accounting principles and in general aspects of IT. The intern reports directly to the Vice President of Accounting with regards to all aspects of his/her position, but will work closely with other staff members in the Finance Department.

The ideal candidate would be an actively enrolled sophomore or junior level student majoring in accounting or business with strong IT knowledge/skills at an accredited university or a recent college graduate. This individual must be detail-oriented and able to work independently. Abilities to prioritize, multi-task and problem solve are essential. This individual must be available during business hours and be on-call as needed, especially weekends.

ESSENTIAL DUTIES & RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):

- Assist in receivables, payables and human resources areas of the Finance Department
- Count money, prepare bank deposits and prepare paperwork
- Reconcile bank deposit slips with deposit log
- Learn computerized accounting system and enter a variety of transactions (high volume during peak periods)
- Assist in maintaining various detail journals (spreadsheets)
- Assist in billing and recording receipt of payments
- Assist in reconciling bank accounts
- File financial and/or personnel records
- Assist in maintaining and troubleshooting IT systems, resolving issues that can be handled internally or coordinating resolution with outside support vendors
- Provide hardware and software support to users in all departments
- Clean/maintain/repair all computers and peripherals used at the Lakeside Chautauqua gate entrances
- Learn online admission ticket purchasing system to correctly assess issues and assist users
- Serve as on-call person for IT issues on some evenings and weekends
- Participate in all LLA activities, forums and gatherings
- Make an oral presentation to the Lakeside Chautauqua staff regarding summer internship experience

HOW TO APPLY: Applicants must submit a cover letter, resume and minimum of 3 professional references (name, title and phone number). Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com. In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.