



236 Walnut Avenue  
Lakeside, OH 43440  
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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](mailto: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 Programming/Religious Life Internship

The Programming/Religious Life Intern assists in the coordination of all activities and operations of the Religious Life Department. The intern reports directly to the Director of Religious Life & Church Outreach and consults with the Programming Manager. The ideal candidate should be proficient with Microsoft Office Suite (Excel, PowerPoint, Publisher, Outlook, etc.), organized, detail-oriented, friendly, well spoken, have a basic knowledge of sound equipment set-up and some vocational interest in some form of Christian ministry.

*Please note: the Programming/Religious Life Intern is expected to work early mornings, some evenings and weekends and all summer holidays (Memorial Day Weekend and Fourth of July).*

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

- Assist in daily/weekly operations of the Religious Life Department, including:
  - Organize and execute weekly assignments: worship bulletins, preacher lodging and hospitality
  - Edit and submit all necessary information to the weekly *Lakesider* newspaper
  - Organize and track attendance for all Religious Life programs
- Assist and organize daily/weekly Religious Life programs, including:
  - Organize, prepare and implement formal and informal College Station ministry activities
  - Assist in a majority of Docksides Worship, Hoover Community Worship and Vespers by the Lake services
  - Offer prayer before the Wednesday Family Picnics and help serve
  - Assist with as many as Faith for Living Hour lectures as possible
  - Manage portable labyrinth
  - Assist Religious Life workshop instructors
- Consult with the Director of Religious Life & Church Outreach on developing vocational discernment
- Assist with programming events and tasks as needed
- Participate in daily huddles and attend regular Programming staff meetings
- Possess strong listening skills and ability to relate to individuals in matters of personal growth, including faith
- Assist in providing a safe atmosphere for all presenters, guests and employees participating in events
- Ensure customer relations and satisfaction are of highest priority
- Participate in all LLA activities, forums and gatherings throughout the summer
- 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](mailto: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.