



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 Recreation Internship

The Recreation Intern assists and reports to the Recreation & Wellness Manager in the planning, implementation and evaluation of the Lakeside Recreation Department. This position focuses on the start-up and seasonal operation of the following facilities and areas: parks & playgrounds, shuffleboard, sailing, beach swimming & splash park, tennis, pickleball, pool and wellness center.

The ideal candidate is a second or third-year undergraduate in Recreation & Parks Management. The goal of this internship is to provide an opportunity to apply information and skills obtained in the classroom to real-life working situations. It also offers the opportunity to gain experience in planning, organizing, leading and evaluating various recreational programs. Furthermore, it provides the intern with a constructive review and evaluation of their skills and competencies; thus, allowing realistic direction to further professional development.

Duties include greeting guests, ensuring recreation facilities run smoothly/efficiently and solving problems as they arise. Must possess a high degree of human relations skills and should be considered a team player by guests, co-workers, management staff and Board members. Lifeguard and CPR/AED certifications required.

Please note: the Recreation Intern is expected to work early mornings, some evenings and weekends, and all summer holidays (Memorial Day Weekend and Fourth of July), often 10-hour days, as work schedule is based on scheduled events.

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

- Provide excellent customer service to guests
- Manage guest conflicts in a professional and calm manner
- Assist in the daily operation of the waterfront areas, including the sailing center and lifeguards
- Assist in the daily operation of the pool and wellness center
- Assist the supervisory staff of the park/miniature golf, playground, shuffleboard and tennis
- Assist staff in all Recreation special events, including triathlons, 5k Raccoon Run & One-Mile Fun Run, tennis, pickleball and shuffleboard tournaments, sailing races, etc.
- Attend weekly meetings with supervisors of each recreational area
- Assist Recreation Manager in budget tracking for all areas; complete cash accounting for income-producing cost centers (miniature golf, sailing rentals and lessons, tournament fees, etc.)
- Assist in daily safety inspection of waterfront area, pool area, playground equipment and all other facilities
- Conduct basic maintenance and repairs on recreation equipment and facilities; issue maintenance work orders if job not easily repaired
- Provides a safe atmosphere for all guests and employees of the recreation and wellness areas
- Ensures customer relations and satisfaction are of highest priority
- Update weekly checklists and tasks
- Conduct a thorough annual evaluation of Recreation programming to assist with future planning
- 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.