



236 Walnut Avenue  
Lakeside, OH 43440  
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www.lakesideohio.com  
www.facebook.com/lakesideohio  
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## 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 Wellness Internship

The Wellness Intern assists and reports to the Recreation & Wellness Manager in the planning, implementation and evaluation of programs at the Wellness Center. In addition, this individual is instrumental in helping guests at the Wellness Center with general questions, equipment operation and information.

The ideal candidate is a second or third-year undergraduate in Health Sciences with an emphasis in health and wellness. This position has a primary impact on the overall effectiveness of the Wellness Center and the success of services to the community. The effectiveness of this position is primarily measured by the stated satisfaction of guests and by ensuring a safe, clean, controlled and fun environment.

Duties include greeting guests, ensuring classes 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. Must have knowledge of general weight-lifting and health/wellness concepts; the ability to demonstrate use of wellness-related equipment preferred. CPR/AED certification 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 guests regarding the use of equipment and layout of the Wellness Center
- Knowledgeable of general weight lifting and health and wellness concepts, with the ability to demonstrate use of wellness-related equipment
- Track attendance, participation or performance data related to wellness events
- Teach fitness classes to improve strength, flexibility, cardiovascular conditioning or general fitness of participants
- Ensure that all wellness floor equipment is clean and operates smoothly with a high level of service to participants
- Remain alert to the condition of the equipment and promptly report any concerns to supervisor
- Update weekly checklists and tasks
- Manage and provide support to fitness instructors during setup and teardown of classes, as well as facility cleaning and accommodation needs
- Conduct a thorough annual evaluation of wellness 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.