



YMCA of the Rockies – **Snow Mountain Ranch**
Internship/Position Overview

JOB TITLE: Conference Intern
DEPARTMENT: Snow Mountain Ranch
STATUS: Seasonal
REPORTS TO : Conference Manager
TIMELINE: Late May through Labor Day weekend – dates are flexible. Offered annually.
APPLICATION DUE: April 15 for a May start date

POSITION SUMMARY: To effectively communicate and negotiate Snow Mountain Ranch services to meet a group's needs for their event in accordance with the Mission of the YMCA of the Rockies. If you are seeking college credit in conjunction with this role, please contact us at intern-smr@ymcarockies.org prior to applying to make sure that we can meet your school's requirements.

QUALIFICATIONS:

- Must be 18 years old or older
- Ability to read, write, speak, and understand English clearly, concisely, and fluently.
- Ability to perform basic mathematics and algebra.
- Possess excellent diplomatic organizational, interpersonal and phone communication skills. Team player who is knowledgeable and committed to Association's policies and goals.

ESSENTIAL FUNCTIONS:

1. Ability to read, write, speak, and understand English clearly, concisely, and fluently.
2. Ability to perform basic mathematics and algebra.
3. Possess excellent diplomatic organizational, interpersonal and phone communication skills.
4. Support the YMCA of the Rockies Mission Statement, policies and programs and reflect YMCA core values in all functions – caring, honesty, respect, responsibility and faith.
5. Assist group leaders with pre-conference planning, managing groups according to contracts, and post-conference evaluating.
6. Collect and process conference related information, including such things as contractual and lodging questions and special needs requests.
7. Work with Front Office to check groups in and out.
8. Rebook conferences at time of checkout.
9. Ability to multitask and coordinate logistical details.
10. Negotiate contract and billing with group leaders.
11. Act as a tactful liaison between group leaders, Conference staff, and other departments.
12. Ability to access all facilities to market Snow Mountain Ranch through site tours and presentations.
13. Meet both immediate and planned needs of groups throughout their stay.
14. Support the Association safety program and promote safe work practices and a safe environment for guests/members and staff.
15. Work a flexible schedule to accommodate weekend, holiday and evening shifts.



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16. Ability to work within an office environment and operate office and audiovisual equipment, including but not limited to: computers, printers, computerized PBX systems and audiovisual equipment.

Other Functions / Requirements:

1. Promote a positive problem-solving atmosphere.
2. Coordinate and present group orientations.
3. Process group changes and cancellations.
4. Review group evaluations, conduct follow-ups and rebook after group stay.
5. Possess a valid, USA driver's license, good driving record and be approved to operate YMCA vehicles both on and off grounds for business purposes.
6. Other duties as assigned.

Compensation

This is a full time, seasonal, hourly position paying \$180/week (based on 40 hours), paid biweekly. You also receive:

- Room (housing includes internet access/heat/water--no bills!--no lease!--in a dormitory building)
- Board (3 tasty buffet style meals, 7 days per week)
- Complimentary nights at both Estes Park Center and Snow Mountain Ranch (with some date restrictions based on season/occupancy)
- YMCA of the Rockies family membership while you're employed (please note that our facilities include a pool, gymnasium, climbing wall, great activities/classes, and trails, but not a weight lifting room)
- Other employee perks including access to free skiing/snowboarding/mountain biking/golf (depending on season and resort) at Winter Park Resort, Granby Ranch, Copper Mountain, Steamboat, and other resorts.

Drug/Alcohol Policy

Please note, in accordance with our healthy spirit/mind/body mission and federal law, we have a zero tolerance policy for alcohol or drugs on property; in addition, no drugs are tolerated (including marijuana) during your employment with us, whether on- or off-duty. If you want to use marijuana, do not apply to work for us.

To apply, please complete the following steps:

1. Apply online at this link: www.snowmountainranchjobs.org
Where the application requests "Select the position you are applying for" please select **Internships** > the name of the internship you are interested in.
2. Contact two people that know you professionally and one person from your family to submit a reference for you through this link: <http://bit.ly/SMR-reference>
(Your references must respond to this link before we can proceed with your application.)
3. Please email a copy of your resume to us at intern-smr@ymcarockies.org with your university requirements for completing an internship. Please put "**Conference Intern, Summer, SMR**" in the subject line.



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Applications should be submitted by April 15 prior to the summer season you're applying for.
Applications should be submitted by July 15 if you are applying for an internship with an Autumn start date.