



YMCA of the Rockies – **Estes Park Center OR Snow Mountain Ranch**
Internship/Position Overview

POSITION TITLE: **Family Programming Intern**
DEPARTMENT: Programs
STATUS: Seasonal
REPORTS TO: Program Director

BASIC INTERNSHIP DESCRIPTION

Gain experience while learning recreational operations (in a hospitality setting) in the Family Programs department at the YMCA of the Rockies: Estes Park Center (EPC) or Snow Mountain Ranch (SMR).

ESSENTIAL FUNCTIONS

- Plan, implement, and evaluate a variety of family programs for guests.
- Prepare weekly sign-up sheets for activities
- Learn to facilitate the recreation areas including canoeing, archery, and climbing wall.
- Learn to facilitate high and low ropes courses.
- Publish weekly program bulletin from start to finish for one week.
- Organize the staff schedule for one week
- Balance the cash register and prepare cash report at shift end
- Complete one major project
- Provide excellent customer service by providing knowledgeable answers regarding programming and the surrounding area.

JOB QUALIFICATIONS

- Customer Service Skills
- Program Delivery Skills
- Communication
- Project Management Skills
- Attention to detail
- Support the Association safety program. Promote safe work practices and a safe environment for guests, members and staff.
- Uphold the YMCA of the Rockies Mission, policies and programs.
- Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility and Faith in all functions.
- Promote a cooperative, positive and problem-solving atmosphere at all times.
- Ability to work cooperatively with others in a diverse environment.
- Must meet acceptable criminal background check standards.
- Possess excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
- All other duties as assigned.



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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 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. **If you want to use marijuana, don't apply to work for us.**

To apply at Estes Park Center (EPC) please complete the following steps:

1. Apply online at this link: www.ymcarockiesjobs.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/EPC-reference>
(Your references must respond to this link before we can proceed with your application.)
3. Please email your resume to intern-epc@ymcarockies.org with your university requirements for completing an internship. Please put "Family Programming Intern", the season you're requesting, and the Center location in the subject line. For instance, you would use this for Estes Park Center: "**Family Programming Intern, Summer, Estes Park**".

To apply at Snow Mountain Ranch (SMR) please complete the following steps:

4. 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.
5. 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.)
6. Please email a copy of your resume to intern-smr@ymcarockies.org with your university requirements for completing an internship. Please put the internship, season/year, and location you're applying for in the subject line. Example: "**Family Programming Intern, Summer, SMR**".

Applications should be submitted by April 15.