



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

JOB TITLE: Special Events Associate Intern
DEPARTMENT: Snow Mountain Ranch
STATUS: Seasonal
REPORTS TO : Manager
TIMELINE: May through end of September – dates are flexible. Offered annually.
APPLICATION DUE: April 15 for a May start date

POSITION SUMMARY: Do you possess excellent diplomatic, organizational, and interpersonal skills? You'll use them all as you assist guests with their needs for their event. Must have the ability to multi-task and coordinate logistical details. You'll work closely with the special events/wedding coordinator. 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:

1. Must be 21 years old or older.
2. Ability to read, write and speak English.
3. Perform basic mathematics and algebra.
4. Possess excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
5. Must be a team player and be knowledgeable and committed to the Association's policies and goals.
6. Must possess a valid, USA state issued driver's license, an acceptable driving record, and comply with YMCA driving rules to be approved to operate YMCA vehicles.

ESSENTIAL FUNCTIONS:

1. Assist couples with pre-wedding planning, managing weddings according to contracts, and post-wedding evaluating. Assist other guests with bookings of special events/banquets/etc.
2. Collect and process event related information, including such things as contractual and lodging questions and special needs requests.
3. Work with Front Office to check events in and out.
4. Ability to multitask and coordinate logistical details.
5. Negotiate contract and billing with guests.
6. Assemble packets for wedding groups and conferences. Process group check-in and –out with group leaders.
7. Act as a tactful liaison between guests, Conference staff, and other departments.
8. Ability to access all facilities to market Snow Mountain Ranch through site tours and presentations.
9. Meet both immediate and planned needs of guests throughout their stay.
10. Support the Association safety program. Promote safe work practices and a safe environment for guests and staff.
11. Uphold the YMCA of the Rockies Mission, policies and programs.
12. Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility and Faith in all functions.
13. Have flexible working schedule to accommodate shifts including weekends, holidays and evenings.
14. Must work within office environment and have the ability to operate office and audiovisual equipment, including but not limited to such things as computers, printers, computerized PBX systems, VCRs/DVD players and audiovisual equipment.

Other Functions / Requirements:

1. Promote a cooperative, positive and problem-solving atmosphere at all times.



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2. Coordinate and present guest tours.
3. Process event changes and cancellations.
4. Act as a team player and learn functions of conference, conference services, and guest registration.
5. Ability to work cooperatively with others in a diverse environment.
6. Must meet acceptable criminal background check standards.
7. All 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 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 "**Special Events Internship, Summer, SMR**" in the subject line.

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.