



## Recreation & Events Internship Program

The Charleston Harbor Resort and Marina (CHRM) offers spring, summer and fall recreation & events internship opportunities geared towards undergraduate students in the fields of hospitality, tourism, and recreation. Interns will have the opportunity to explore the unique aspects of running a recreation program at a major resort within the Charleston area.

The ideal candidate must be extremely outgoing and have a focus on events & recreation or hospitality. The selected candidate will be expected to assist with event planning, social media, brochure & newsletter designs, socialize with children & guests, play pool games, organize crafts, facilitate kid's camp, call bingo numbers, and get guests of all ages involved! The internship will also provide you knowledge and experience in lodging and marketing.

### **DESCRIPTION:**

The goal of the internship program is to provide a hands on experience in hospitality based recreation, thereby fostering the development of future professionals in the field. Interns will experience first-hand the fast-paced world of program development and delivery in a tourism setting.

### **APPLICATION REQUIREMENTS:**

- Applicants must be a rising sophomore, junior or senior pursuing a degree in Hospitality, Event Management, Marketing & PR, or Graphic Design.
- Experience working in some form of events or recreation (camps, municipal recreation facilities, outdoor recreation, tourism, or special events).
- Must possess strong interpersonal skills, a strong desire and ability to work with children, and a willingness to learn.
- Be willing to work extended hours, in order to meet the objectives of the event programming.
- Be capable of working in an outdoor setting for extended periods of time.
- Must be proficient in Microsoft Word, Excel and Adobe Illustrator
- Must be available for work on the following weekends: Easter, Memorial Day, Fourth of July, and Labor Day.
- Must possess a current CPR certification (candidates must be able to provide proof of this certification).
- CHRM requires a background check and we are a drug free workplace.

### **PREFERRED REQUIREMENTS:**

- Possess special skills that will enhance the quality of the events and recreation provided to resort guests (knowledge of local flora and fauna, life guarding certifications, artistic ability, etc.).
- Previous child care experience preferred.
- Prior customer service or other hospitality experience.

### **2017 INTERNSHIP**

- January – May                      May – September                      September – December

\*Alternate dates are possible.

### **APPLICANTS SHOULD SUBMIT:**

- Cover Letter
- Current Resume
- Three References

Please note, upon being selected, drug testing, a background check and a valid Driver's License will be required. Equal Opportunity Employer.

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## Internship Program at Charleston Harbor Resort & Marina

I strongly value the addition of new ideas and perspectives and encourage each of you to take the initiative to seek these opportunities each day with all departments.

1. **Orientation:** Includes orientation of Property, On & Off Property Events, Beach Games, Activities, team building; review of job responsibilities, facility equipment, and programs, policies, opening and closing procedures for events, expectations; uniforms, tour of the facility; pool area, trails, Fish House, Marina Store, and the Marina.
2. **Administration Duties:** Includes operation and event sheets completed to assist with planning each activity, recap on your events, phone procedures; work schedules; web-site, social media, print ads, email; weekly newsletter, program reservations.
3. **Daily Activities:** Includes set-up and implementation programs and Leadership and guest service in a variety of activities planned for all age groups. These activities lead for great conversation as guests ask questions about the property and enjoy conversation.
4. **Events:** planning, budgeting, implementing, marketing, promoting and evaluating Events.
5. **Risk Management:** Always have first-aid kits prepared and know where things are kept. Anytime accidents occur make sure to let us know so a report can be completed.
6. **Marketing & Social Media:** Responsible for monthly ads to Low Country Parent, all online advertising, Hootsuite for scheduling Social Media posts and MailChimp for email updates.
7. **School Work:** Please give me at least one week's notice for all evaluations and assignments due to professors.

The resort is home to a private beach, 3 pools, 2 hot tubs, fire pits and myriad special events, making it a superb getaway while still offering stunning waterfront views of bustling downtown Charleston.

### ***Specific Events:***

- **Oysters on the Point**—December, January, February, March
- **WinterFest**- February
- **Bands, Burgers and Brews Burger Throwdown** - May
- **Party at the Point**- Friday nights April – July
- **Bazaar at the Point**- 4<sup>th</sup> Sunday from June – October
- **Shrimp on the Barbie Shrimp Throwdown** - October
- **Smoke on the Harbor BBQ Throwdown**- November
- **Holiday Events:** Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Halloween

### **Incentives:**

- Staff Meal
- Hospitality Experience
- Gain Experience with opening a new hotel
- Knowledge of planning, facilitating and implementing fast pace events

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