

## Approved Internship Site Form for Interns

Company Name: Ginn Reunion Resort

Company Contact Information:

Name: Suzy Nicely

Address: 1000 Reunion Way, Reunion FL 34747

Phone: 407-662-1602

Email: [snicely@reunionresort.com](mailto:snicely@reunionresort.com)

Web Address: [www.reunionresort.com](http://www.reunionresort.com)

Dates for internship program: Fall, Spring, & Summer

If multiple seasons please post date range (s): Fall (Mid August – Mid December)

Spring (Mid January – Mid May), Summer (Mid May – Mid August)

Numbers of Internships open for each time period: 2-6

Pay Range: \$10/ hr

Housing Rates: \$600/ month

Brief Job Duties:

1. Plans, organizes, leads and evaluates all daily activity programs including a variety of special events & holiday programs.
2. Organizes and maintains quality assurance of all programs, while maintaining outstanding levels of guest service.
3. Maintains all weekly and monthly guest programs pre-registration.
4. Performs daily office procedures including general accounting duties and daily revenue reports. Keep all areas neat, clean and in good repair.
5. Assist in the coordination of conference group special events.
6. Assist in the operations of our Kids Crew program.
7. Provides great public relations and keeps abreast of resort and local happenings, all to be of better service to the guests and to keep current on recreational trends.
8. Assist managers in the Fitness Center and Spa.
9. Assist Aquatics Manager with daily pool, and towel hut operations.

10. Works on special projects and contributes ideas to the growth of the department.

11. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e.: emergencies, changes in personnel workload, impromptu programming, or technological developments).