

SUMMER INTERNSHIP JOB DESCRIPTION RESPONSIBILITIES AND DUTIES

1. Plan, organize and lead varied group programs for children, adults, families and other special interest groups.
2. Assist Director with an Annual Capital Purchases Program.
3. Participate in preliminary planning for Summer and Winter Programs.
4. Formulate and implement Summer promotional literature.
5. Develop and organize department schedules for the Recreation summer staff.
6. Work with all departments within the Quechee Club structure to develop an understanding of their operations. (Golf Maintenance, Membership Services, Building Maintenance, Food and Beverage, etc.)
7. Attend and moderate weekly staff meetings with department heads.
8. Supervise Recreation staff in the absence of the Recreation Director.
9. Create, develop and execute a "special project" that could benefit the Quechee Club and its staff, members or guests.
10. Perform related duties as assigned by the Director.