



Approved Internship Site Form for Interns

Company Name: The Sea Pines Resort

Company Contact Information:

Name: Jack O'Boyle

Address: 32 Greenwood Drive, Hilton Head Island, SC 29928

Phone: 843-842-1979

Email: joboyle@seapines.com

Web Address: www.seapines.com

Dates for internship program: May - August

Numbers of Internships open for each time period: 5-7

Pay Range: \$8 per hour

Housing Rates: Housing is supplied with slight deduction from each pay period.

Brief Job Duties:

During the course of the internship, the intern will be exposed to and be responsible for a variety of duties relating to the Fitness Center, Recreation, Nature Center, Bicycle Shop, and Pool Operations.

Specific duties include, but are not limited to, the following:

- Responsible for full knowledge of The Sea Pines Resort's facilities and amenities, as well as knowledge of Hilton Head Island, for guest informational purposes.
- Responsible for leading various recreational activities including: outdoor programs, Craft Cove activities, teen activities, and family activities.
- Responsible for assisting the EcoGuides on various nature tours.
- Responsible for creating new recreation programs on an as needed basis.
- Assist with corporate recreation and team building activities.
- Assist with various administrative duties related to the Fitness Center, Recreational Activities, Facility Maintenance, and other areas of the department.
- Responsible for opening and closing procedures of the Fitness Center.
- Responsible for member and guest check-in to the Fitness Center.
- Responsible for maintaining computer database on members.
- Responsible for facility maintenance and cleanliness of the Fitness Center.
- Assist in pool maintenance, monitoring guest usage and checking pool passes.
- Responsible for continuous training on computer skills, customer service techniques, and services available to guests.
- Responsible for cross-training in the Nature Center and Bicycle Shop.

