Human Resources Department
Hiring & Compensation
P.O. Box 365
Oneida, WI 54115
920-490-3640
Fax 920-490-7490
Email: HRD_General@oneidanation.org

2017 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Arts

LOCATION/ADDRESS: 1270 Packerland Drive

SALARY PREDETERMINED: **$10.10/ HR**

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Beth Bashara
TITLE: Director
EMAIL: bbashara@oneidanation.org
PHONE: 490-3833

DATES OF EMPLOYMENT: **JUNE 5TH, 2017 THRU JULY 28TH, 2017**

NUMBER OF HOURS PER WEEK**: 36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.
(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

1. Supervise youth, acting as the lead councilor for your group.
2. Supervise recreation periods;
3. Plan and implement games and activities with youth.
4. Coordinate youth activities such as arts and craft projects, theater skits, singing, or dance.
5. Assist with lunch and snack duties;
6. Clean up activity sites and preparation for next day.

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Education
- Communications
- Music, theatre, visual