

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Oneida Experiential and Adventure

LOCATION/ADDRESS: 2640 West Point Rd

SALARY PREDETERMINED: **\$10.10/ HR**

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

NAME: Cindy Beula

TITLE: Supervisor Experiential and Adventure

EMAIL: cbeula@oneidanation.org

PHONE: 490-3863

DATES OF EMPLOYMENT: **JUNE 11TH, 2018 THRU AUGUST 3rd, 2018**

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):

- Assistant leader facilitating group curriculum for summer program including youth, adult and elder programs **60%**
- Participate in training for Adventure programming which may include: kayak, canoe, ropes course. **15%**
- Assist in maintaining program records including collection of risk assumption forms, attendance, evaluations, follow-up group documentation **10%**
- Assist in maintaining Experiential and Adventure equipment in preparation/closure of groups. **10%**
- Filing, printing, and disseminating of flyers, risk forms, etc. **5%**

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Knowledge and experience in adventure programs preferred: paddling, climbing, camping, etc
- Knowledge and experience in experiential initiatives/methodologies/group dynamics.
- Experience in working with a wide variety of ages: youth, adult, elder.
- Dependable, mature, possess initiative, self-motivated, and ability to work flexible hours.
- Ability to work in the outdoors in a variety of weather elements.