

Jameson Camp and Retreat Center Hospitality and Guest Services Internship

Position Description: Provide high quality customer service to individuals/groups renting Jameson facilities. Intern would assist Community Liaison with hospitality duties and in promoting Jameson Camp as a retreat center.

Responsibilities include:

- Assist with occasional evening and weekend check in and check out duties.
- Assist guests in ensuring their requested equipment (sound system, TV and DVD player) is available and functioning and they know how to properly use the equipment;
- Be a visible presence at camp during part of the time guests are staying (evening and weekends) to answer potential questions and ensure that camp policies and procedures are being followed
- Assist guests when problems may arise regarding the facilities. Contact necessary repair persons, emergency personnel or others if needed
- Answer questions about the camp's history and mission, be able to tell "the Jameson story"
- Ensure security system (alarms on, gates and buildings locked) is in place after last guest leaves

Organization Description: Jameson Camp is a year round youth development center and retreat center located on the far Westside of Indianapolis. The organization provides summer camp and follow up year round activities for children. As a retreat center, Jameson offers weekday and overnight accommodations and guest services for groups looking for a beautiful, convenient location for a range of events including: weddings, company retreats, family reunions and award banquets. The camp's Challenge Course is available for groups interested in team and trust building activities. Jameson Camp has completed construction on a beautiful new center with a spacious banquet hall and other overnight lodging facilities.

Duration and Hours: Hospitality duties take place nine months of the year during the Spring and Fall semesters. During the summer, there are no rentals because of residential summer camp.

The hospitality intern should anticipate working an average of twelve hours per week with most of those hours being on weekends. This position provides an opportunity to develop guest service skills and the chance to catch up on homework during those times when services are not needed. The position does not require an overnight presence at the camp.

Supervision: The Community Liaison would serve as the immediate supervisor to the intern.

Compensation: We are a nonprofit organization and interested in recruiting Federal Work Study interns.

Depending on funding availability, we may be able to offer a semester stipend that would not exceed \$2,000.

Qualifications: Prefer candidates majoring in hotel management or business but primarily interested in having a person who is very reliable and trustworthy with excellent interpersonal skills. Self initiative and problem solving skills important. Must be able to pass a criminal background check and have excellent references from past employers.

Application Process: Qualified candidates should submit their resumes with a cover letter that identifies the position they are applying for and their qualifications, related experience and reasons for wanting the position for the Spring semester placement. Please submit resumes by mail or e-mail. Please no phone call inquiries.

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