

Community Recreation Planning October—January Paid Internship

Overview:

The purpose of the intern position is to gain valuable skills for future employment opportunities while assisting in the planning and management of a collaborative effort working with local organizations involved in providing recreation and healthy living programs. The major focus of this internship is to assist a steering committee and the Chamber in collaboratively developing a community wide approach to recreation programs and facilities working towards elimination of duplication. Partners in this effort include the Tri-Cities YMCA, NORA (North Ottawa Recreation Authority, Grand Haven Area Community Foundation, the Chamber and the Chamber's Foundation.

applicants must have a strong desire to work in the recreational planning along with community sport managements and have a personable attitude and passion to help others, as well as a keen eye for detail, strong written and oral communication skills and superior organizational skills. Furthermore, applicant should be a team collaborator, able to multi-task, be willing to take initiative and possess a professional demeanor.

Responsibilities include:

- Manage, support and assist the Chamber and Recreation Steering Committee with data gathering, presentation material as well as other needs the Steering Committee may require to accomplish their mission. Intern will act as the day-of point person for this project.
- Provide exceptional customer service to visitors and Chamber members.
- Market and promote updates to project as needed (public speaking, print marketing, event calendars, social media and more).
- Perform other duties as assigned by management.

Knowledge and skill requirements:

- Communication skills—oral, written, listening, non-verbal, etc.
- Computer skills—Microsoft Office, Internet and E-mail
- Analytical and problem-solving skills
- Organization and time management skills
- Close attention to detail
- Ability to adapt and be flexible
- Proficient in Social Media
- Previous event planning, customer service, sports management or marketing experience preferred

Hours:

Typical work week not to exceed 30 hours but may vary. Internship will run from October—January, but may be extended if the committee has not completed the project. Position may include some evening and weekend activities.

Compensation:

This is a paid internship at a rate of \$8.00 per hour. Internship must be completed for college credit. Mileage will be reimbursed.

Apply:

To apply for this position, please send cover letter & resume to Mary Sherman at msherman@grandhavenchamber.org.

About the Organization:

The “go to place” for community and business information for over 100 years, The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg provides business assistance, networking opportunities and advocates for more than 700 Northwest Ottawa County member businesses. The organization is a leader in Business Education Partnership programs connecting our schools with partners in the workplace; while also offering customized training programs to develop community, workforce and business leadership. The Economic Development facet of The Chamber, in collaboration with our local units of government, works to retain and attract businesses as well as assist in the growth and development of entrepreneurs. In addition to contributing to the tourism that supports Northwest Ottawa County's economy, Chamber sponsored Community Events also add year-round enjoyment for residents and visitors alike. All aspects of The Chamber's efforts support the focus of “Building Business to Build Community,” which makes Northwest Ottawa County the location of choice to live, work, play and learn. For more, visit www.grandhavenchamber.org.