



Bur-Mil Park and Clubhouse
5834 Bur-Mil Club Road, Greensboro, NC 27410
(336) 373-3800
www.burmilpark.org

Summer 2008 Internship Positions

Please contact Morgan Nicholson or Tracy Pegrum for all positions.

Title: Bur-Mil Park Day Camp Director

Responsibilities: Plan, implement, & evaluate camp activities for boys & girls ages 5-12 including games, arts & crafts, special events, field trips, nature appreciation & outdoor sports; plan parent orientation; provide supervision (schedule, oversee performance, train & related supervisory duties) for four camp counselors.

Qualifications: HS Diploma/ GED, Valid Driver's License, Obtain First Aid & CPR by start of camp. Would prefer someone with experience working in a day camp setting. Must be available to work the ENTIRE program. A typical schedule is Monday-Friday from 7:15 am - 3:15 pm but hours may extend to 5:45 pm based on counselor availability. Pay: \$10.34 Hr for 40 hours a week. Must be available May 21-August 22, 2008.

Title: Bur-Mil Park Pool Manager

Manage the operation of an outdoor pool including running programs and supervising staff, perform varied administrative, supervisory & professional duties: supervise the lifeguard staff; prevent accidents in & around swimming pool area; respond to emergencies; enforce rules, regulations & policies; provide customer service to patrons; coordinate programs; correct chemicals; clean the pool. Qualifications: HS Diploma/ GED, Valid Driver's License, Must have ALL Certifications: American Red Cross: CPR, Professional Rescue Training for Lifeguards, CPO (Certified Pool Operator), and Water Safety Instructor (WSI). Would prefer someone with lifeguarding, supervisory and customer service experience, \$12.12 an hour. Pool season begins May 12 and runs through September 7.

Family Aquatic Center- Head Lifeguard

Enforce pool rules & regulations; rescue & resuscitate distressed swimmers; prevent accidents in & around pool; administer first aid; maintain pool deck; keep pool & bath areas clean; vacuum pool and keep pool gutters clean; assist Pool Manager & in the absence of the Pool Manager, fill his/her role; schedule lifeguard work hours; supervise swimming lessons; develop skill review training for all lifeguards. Qualifications: HS Diploma/ GED, Valid Driver's License, Must have ALL Certifications: American Red Cross: CPR, Professional Rescue Training for Lifeguards, CPO (Certified Pool Operator), and Water Safety Instructor (WSI). Would prefer someone with lifeguarding, supervisory and customer service experience, \$11.41 an hour. Pool season begins May 12 and runs through September 7.

Frank Sharpe Jr. Wildlife Education Center Intern (at Bur-Mil Park)

This intern will be responsible for researching and developing new displays related to wildlife and environmental issues in NC, research grants for funding, plan and implement wildlife and environmental programs, coordinate class schedules, schedule staff to cover the facility, collect fees, complete financial transactions, answer telephones, complete reports & provide customer service to patrons. Intern must have a Valid Driver's License, basic math skills, experience working with public, and knowledge or experience with environmental issues or NC wildlife and be willing to work flexible hours including nights and weekends. \$7.88 for approximately 20 hours a week, additional hours will offer educational credit only.

Bur-Mil Park Operations Assistant

This intern will be responsible for a variety of administrative and operational duties including: Assist with scheduling staff, supervising golf attendants, coordinating special events, revising manuals, completing daily operations paperwork, review and revise attendance forms and checklists, review budget, supervise Community Service workers and volunteer groups, opening and closing park, securing facilities, assisting customers with facility related needs, working closely with maintenance staff on needed projects, perform minor maintenance tasks and repairs. Intern must have valid drivers license, and a High School diploma or GED, and be willing to work flexible hours including nights and weekends. Intern will be paid \$9.31 hr. for approximately 20 hours a week, additional hours will offer educational credit only.

Bur-Mil Park Marketing Internship

This intern will work closely with the Program Coordinator to help with marketing efforts for upcoming programs. The intern will assist with the development of a marketing plan, write press releases, design flyers, assist with public speaking engagements, and assist with website updates. This intern should have good customer service skills, basic computer skills, and good written and verbal skills. This internship/practicum is unpaid and offers educational credit and experience only. Cross training in other areas of the park is possible. This schedule is mostly weekdays from 8 am to 5 pm but may require some nights and weekends as needed.

Bur-Mil Park Clubhouse Intern

This intern will learn all aspects of managing a public meeting and events facility. The intern will assist the clubhouse manager in event planning including assisting customers, scheduling event hosts and bartenders, linen and food orders, room layouts, event host and bar reports, supply inventories, handling financial transactions, preparing leases, addendums and invoices, marketing, and clubhouse program planning. The intern should have good customer service skills, good written and verbal skills, basic computer skills (primarily Word and Excel), and willing to work flexible hours including nights and weekends. Intern will be paid \$9.54 hr. for approximately 20 hours a week, additional hours will offer educational credit only. Please contact Kathy Chatfield at 336/373-3803 for more information.