



Recreation Internship

The Sea Pines Resort

The Sea Pines Resort is an oceanfront resort community which occupies more than 5,000 acres of the southern tip of Hilton Head Island, South Carolina. The resort features over five miles of sandy beaches, two resort swimming pools, four year-round golf courses, 29 tennis courts, 15 miles of shady leisure trails, a horse stable, fitness center, bike shop, four restaurants, a beach club and a 605-acre Forest Preserve.

The Sea Pines Resort Recreation Department, which is a Resort and Commercial Recreation Association (RCRA) approved internship site, operates 365 days a year with a Recreation and Fitness Manager, two Recreation Coordinators, Head and Assistant Bike Shop Managers and various other employees, aerobic instructors, and tour guides. The goal of the Recreation Department is to provide The Sea Pines Resort guests and Sea Pines Property Owners with the highest quality instructional and recreational programs.

Summer Internships

Summer vacation is a time for fun and families and is the busiest time of the year for the Recreation Department. The staff provides guests and residents with a variety of daily activities such as hayrides, nature tours, beach activities and crafts, exercise classes, bike tours, and swimming lessons. An interactive and hands-on schedule enables interns to gain experience in each of the following areas: recreation programming, special events, fitness, bicycle shop operations, EcoTours, group recreation and teambuilding, swimming pool policy and operations, facilities management, and administrative and guest services. This is an intense program which will provide the intern with numerous opportunities for personal and professional growth. Internships are offered between end of May and beginning of September.

Specific Intern Duties and Responsibilities

During the course of the internship, the intern will be exposed to and be responsible for a variety of duties relating to the Fitness Center, Recreation, Bicycle Shop, and Pool Operations.

Specific duties include, but are not limited to, the following:

- Responsible for full knowledge of The Sea Pines Resort's facilities and amenities, as well as knowledge of Hilton Head Island, for guest informational purposes.
- Responsible for leading various recreational activities including: outdoor programs, Craft Cove activities, teen activities, and family activities.
- Responsible for assisting the EcoGuides on various nature tours.
- Responsible for creating new recreation programs on an as needed basis.
- Assist with corporate recreation and team building activities.
- Assist with various administrative duties related to the Fitness Center, Recreational Activities, Facility Maintenance, and other areas of the department.
- Responsible for opening and closing procedures of the Fitness Center; including daily deposits
- Responsible for member and guest check-in to the Fitness Center.
- Responsible for the cleanliness of the Fitness Center, includes thorough wipe down of fitness equipment and laundry of towels.
- Assist in pool maintenance, monitoring guest usage and checking pool passes.
- Responsible for continuous training on computer skills, customer service techniques, and services available to guests.
- Responsible for cross-training at the Bicycle Shop.

Expectations

Interns will be expected to work at least 40 hours per week with one or two days off weekly. Evenings, weekends, and holidays are considered normal working times. Interns will receive an hourly wage and housing is offered on Hilton Head Island to be paid by the intern. Each intern is required to pay a \$300.00 deposit upon check-in. This money (less \$75.00 for cleaning) will be held and mailed to you once you have completed your internship, have successfully checked out of your accommodation, it has been checked for any damage and you have been cleared from any fines you may have incurred during your **stay**. Housing will cost approximately \$90 per week, about \$360 per month. Utilities and cable are included in this fee. Interns are expected to write a monthly check for rent by the 25th day of the previous month. Interns are paid an hourly rate of \$8, averaging a bi-weekly paycheck of \$640, before taxes.

Appearance

All The Sea Pines Resort staff are expected to have a neat, orderly, and appropriate appearance at all times. Recreation interns must wear khaki shorts or pants and proper tennis shoes. Uniform shirts and nametags will be provided by The Sea Pines Resort. Gentlemen must have short and neat haircuts and must be fresh-shaven daily. Ladies are to have tidy and presentable hair styles and natural makeup and nail polish. Earrings are not permitted in gentlemen; ladies may wear one pair of earrings that are of an appropriate size and style. Visible tattoos and other body piercings are not permitted.

Benefits

Recreation interns are entitled to the same benefits as The Sea Pines Resort employees which include use of the swimming pools, the Beach Club, golf privileges at two of the courses for cart fee charges only, use of the fitness center, complimentary bike usage, complimentary EcoTours and activities on a conditional basis, and reduced rates for tennis and other recreational amenities.

Requirements

Interns should be working towards a degree in recreation or similar field and possess good organizational, implementation, motivational, social, and leadership skills. We are looking for interns who are self-motivated, friendly, flexible, and willing to contribute their best efforts at all times. Current certification in CPR and First-Aid are preferred. Additional certifications in aerobics, personal training, or water safety will be an additional benefit.

Code of Conduct

Recreation Interns are classified as Sea Pines Resort employees. They follow all policies and procedures as any other full or part-time employee. The policies and procedures concerning employment, personal conduct, business conduct, employee benefits and privileges, and growth opportunities are discussed in detail in the company's Employee Handbook. The Recreation Intern will report directly to the Recreation and Fitness Manager, while working under the direction of the Senior Recreation Coordinator.

Applications

Applicants must submit a complete resume listing all previous work experience. Please include a cover letter containing the following: desired internship dates; home and school address; home and school telephone numbers; advisor's name, address and telephone number; three references with telephone numbers (include an academic advisor and two employers). For additional questions and information, call (800) Sea-Pines ext. 1979, e-mail at rhulse@seapines.com with "Internship" in the subject, or visit our website at www.seapines.com. Please mail your complete resume package to:

Rachel Hulse
Recreation Coordinator
The Sea Pines Resort
32 Greenwood Drive
Hilton Head Island, South Carolina 29928



Have Fun...



SeaPines Style!



'Charlie the Alligator'



A Summer Experience
That Creates lasting
Memories!