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[www.altamons.org](http://www.altamons.org)

## Business Intern Job Description

### Minimum Qualifications

- Must have some college experience
- A desire to learn about the business operations including that of a non-profit organization
- Business and hospitality course studies are a plus

### Responsible to

Guest Services Coordinator, Executive Director

### Job Duties

1. Work alongside the Guest Services Coordinator learning guest services. Welcoming guests, doing tours, writing contracts for retreat groups, taking RV bookings and data entry.
2. After training, the Business Intern will enter camp registrations and send out confirmation letters to campers and parents and work to effectively communicate between the camp office and summer staff.
3. The Business Intern will become familiar with the various program and lodging options of Alta Mons and will learn to effectively market those to potential guests.
4. Over the course of the summer, the Business Intern will learn more about the day to day operations of a non-profit organization. They will work with quick books, Zoho and Google Drive.
5. The Business Intern will help develop a marketing plan.

This position will run from May 13, 2019 to August 10, 2019. It is a paid position. On site housing is available. Meals will be provided when food service is offered.

For more information, please contact the Director, Ronda Wimmer at [office@altamons.org](mailto:office@altamons.org) or 540-268-2409. Applications are available online at: <http://www.altamons.org/summer-staff>