



## Currently Available Internship Position in the USA

The position listed below is currently accepting applications. If you prefer, you can request to have a **Custom Internship in New York City** and we will shop your CV/ Resume around to different companies and organizations until we find one that offers you a position. Internships are almost always unpaid.

**To apply for this open position, follow this link and click on APPLY NOW:**

<https://www.international-internships.com/?go=USAFieldSpecificPlacements>

## HUMAN RESOURCES – OFFICE FOCUS

LOCATION: WINTER PARK, COLORADO

### Phase 1 – Introduction – April 01 to April 15

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**Objective:**

The participant will be introduced and oriented to The property and the International Training Program, which is a program designed for J1 visa participants. This program will focus on Human Resources.

**Task:**

The participant will participate in The property Orientation and the International Training Program Orientation. The participant will take a tour of the facilities and staff housing and will be introduced to the HR computer software and receive training in confidentiality

### Phase 2 - Human Resources Assistant Intro – April 15 to August 15

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**Objective:**

To learn the functions of the Human Resources Assistant

**Task:**

Under the supervision and direction of the Human Resources Coordinator, the participant will learn the following: screen applicants and check references through the application tracking system and process background checks. Schedule interviews and provide any other assistance necessary to the hiring function with the Human Resources Director and Department Managers. Provide excellent customer service to those staff members or applicants coming to the office or inquiring by phone. Maintain personnel file accuracy

and confidentiality. Communicate with employment applicants to The property. Communicate with new hires to The property and securing work agreements and new hire documents. Maintain accurate statistics for hiring purposes.

### **Phase 3 – International Programs – August 15 to December 31**

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**Objective:**

The participant will be learning the function of International Programs at the property from recruitment and hiring to planning cultural events. The participant will also learn about safety polices at the property.

**Task:**

- The participant will be introduced to hiring International employees, immigration law and international programs by shadowing the International Staff and Volunteer Coordinator.
- The participant will learn to send New Hire Paperwork to incoming international staff and assist with pre-arrival communication.
- The participant will learn to present the International Work/Travel Orientation to incoming international staff, shadow the International Programs Director during an interview, and assist International Staff to apply for Social Security and follow up with issues regarding that process.
- The participant will welcome incoming international staff and ensure accurate documentation collection.
- The participant will attend a department director's meeting to plan and implement an International Fair to help share the cultures of the diverse employees at The property.

### **Phase 4 – Human Resources – Advanced – January 01 to April 01**

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**Objective:**

The goal will be for the participant to learn about more advanced Human Resources functions including year-round employee hiring procedures, payroll, recruiting strategies, budget and staff interpretation, and benefits administration.

**Task:**

Under the direction and supervision of the Human Resources Office Administrator, the participant will learn how to process payroll legally and efficiently. Through training from the HR Office Administrator, the participant will learn about the following benefits: retirement, health and dental insurance, and life insurance. The participant will receive one on one training from the HR Director on interpreting the budget and determining staffing amounts. The participant will also speak with the Recruitment Specialist one on

one to learn about the YMCA of the Rockies Recruitment strategy. The participant will receive one on one training from the HR Office Administrator on Workman's Compensation, FMLA, COBRA, and interviewing strategies.

## COMPENSATION

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This is a seasonal, hourly (based on 40 hours/week) position, paying \$220/week, with employee perks including:

- Room (shared room in our staff dormitory with free Wi-Fi and no bills!)
- Board (3 buffet-style meals per day, 7 days per week)
- Other employee perks and discounts, including:
  - Access to the Property facilities, which include: an indoor pool, basketball gymnasium, fitness classes, hiking/biking/skiing trails, climbing wall, library, and craft shop
  - Free Resort Passes for skiing, rock climbing, mountain biking, and golf (dependent on season and resort - limited number available, first come first served basis)
  - Free gear rentals for sports and outdoor activities
  - Employee programming, including free or discounted staff trips, provided by the Human Resources Office
  - Discounted nights at the Property (with some date restrictions based on season/occupancy)