



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 – GENERAL

LOCATION: ESTES PARK, COLORADO

Phase 1 – Orientation – April 01 to April 15

Objective:

The participant will get to know and receive orientation to The property, International Training Program, facilities, staff housing, organizational layout, and meet the department managers and directors.

Task:

The participant will attend The property Orientation and International Training Program Orientation to learn about confidentiality in the Human Resources Department and gain an understanding of the role and functions of the Human Resources Department. Through one on one training, the participant will learn the appropriate and legal staff discipline process. The participant will learn ice breaking skills through spending time with the staff members. Through one on one training, the participant will learn to organize a staff activities calendar. The participant will be trained by the Human Resources Director on confidentiality, importance of accuracy of documentation, proper use of keys and other work-related material.

Phase 2 – Human Resources Office – April 16 to July 31

Objective:

The participant will be introduced and understand the roles and functions of the Human Resources Office. Become knowledgeable in general employee hiring, including process and procedures. The participant will learn how to handle common inquiries in the Human Resources Office.

Task:

The participant will train one on one with the Human Resources Assistant Director on Workmen's Compensation, FMLA, COBRA, and interviewing strategies. The participant will shadow and assist the Volunteer Coordinator and learn about recruitment strategies for volunteers. The participant will receive basic training in supervisory related issues. The participant will train one on one with Human Resources Director on interpreting the budget and staffing amounts.

Phase 3 – Recruiting Assistant– August 01 to November 31

Objective:

- Marketing & advertising, including: Copy writing, basic graphic design, social media management.
- Human Resources recruiting & hiring: Knowledge of an Applicant Tracking System (ATS).
- Business Administration: hone, email, reporting, budgeting, etc.
- Networking: In person and digital communications to build relations

Task:

The participant will assist the Association Recruiter with all human resource recruiting efforts, with a strong emphasis on enhancing employer branding and awareness, through the following key activities:

- Create recruiting materials, including: flyers, brochures, mailers, advertisements, stickers and other promotional materials, event displays
- Help create content for and manage social media accounts
- Write content for website and job posts
- Post job openings on various websites, print sources and other targeted areas
- Attend recruiting events as needed
- Daily administrative work

Phase 4 – International Programs – January 01 to April 01

Objective:

The participant will learn the functions of the YMCA of the Rockies International Programs. The Intern/Trainee will plan and execute the International Fair and International Dinner.

Task:

The participant will attend safety and risk management training and a department director's meeting. By shadowing the International Programs Director, the participant will learn skills to interview and hire employees. The participant will attend classes in management, leadership and business. Within a given budget, the participant will plan and implement the International Fair and Dinner to help share the cultures of the international staff with our American staff and guests.

COMPENSATION

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)

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