

Jr. 76ers Camps Facility Management Intern Job Description

Are you looking for the best summer job ever? Look no further because Jr. 76ers Camps is hiring a **Facility Management Intern** to work at our overnight camp at Valley Forge Academy & College in July!

Join our mission-driven team for a fun and rewarding summer! Our team members are expected to make a positive impact on children. Jr. 76ers Camps Staff will receive comprehensive training, professional development, resume building and networking opportunities:

- internships and field work opportunities for graduate and undergraduate students
- coaching positions with continuing education and leadership opportunities
- great summer schedule
- competitive compensation
- employee referral bonus program

What will you do all summer (in addition to having fun with campers and fellow team members)? A **Facility Management Intern** is responsible for:

- Providing administrative support to the Site Director, running the camp store on a daily basis
- Serving as a liaison between 76ers staff and camp families; and camp operations
- Providing a safe and fun learning environment and serving as a positive role model

Position Objective/Purpose

The purpose of this internship is to give the intern valuable experience on running, maintaining, and executing strategies to successfully run an overnight sports camp. This internship is intended to expose the intern to what goes into a basketball camp aside from the playing and coaching aspects. Upon completion of this internship, the intern should be able to know and understand all the planning and management aspects of an elite Sports Camp.

Position Scope Factors

The overnight camp Special Assistant/ Facility Management Intern position is a 5-week internship. Arrival is in late June and departure is in late July.

Essential Job Functions Responsibilities

- Work with Dining Hall Director on mealtimes & supervision schedule
- Organize deliveries from key suppliers/vendors
- Work with Directors and facilities staff regarding water fountains and outside hydration stations
- Work with admin staff on office and daily intern schedule
- Assist Directors and Asst. Directors with nighttime supervisor schedule of dorms
- Assist in all aspects of registration and camper & staff orientation
- Assist with awards ceremony on Friday morning
- Assist in developing daily speaker schedules for pro coaches and players
- Assist Activity Coordinator with greeting and transporting guest speakers
- Coordinate playoff officiating schedule with Activity Coordinator
- Update & maintain staff contact list during each session
- Assist canteen supervisor and keep a weekly inventory of candy and ice cream (concessions)
- Report to Director daily on any problems VFMAC facilities or equipment
- Coordinate Residential Director regarding weekend trips for campers and staff to the movies, Dorney Park, and practice facility.

- Assist Admin Specialist with bus/airport/limo schedule for camper transportation
- Assist Director with camper photo package and distribution of camp uniforms
- Develop a rotating schedule for the canteen, information tents and activities schedule so that we have support staff on an hourly basis
- Assist Admin Staff on daily facilities walk thru and camper inspection
- Assist with any additional duties as assigned by the Director
- Assist with morning wakeup call and camper supervision in rec center, movie theater, indoor and outdoor pool, paintball, and weekend trips
- Complete assigned paperwork
- Serve as a positive role model to campers
- Exhibit Jr. 76ers Camps Core Values at all times and adhere to all company policies
- Follow the Jr. 76ers Camps Code and maintain the Jr. 76ers Camps Look (uniform appearance) at all times
- Demonstrate Jr. 76ers Camps Virtues of Character (Gratitude, Respect, Trustworthiness, Effort, Kindness, Positivity, Resilience, Community) in camp on a daily basis
- Have fun and have that trait be recognizable by staff and players.
- Other responsibilities as assigned

Essential Job Functions - Working Conditions and Physical Requirements

- Push/pull, lift and carry a minimum of thirty-five (35) pounds across campus
- Respond to emergency situations
- It is understood you will complete all trainings and pre-employment credentials required by ESF and the state you are working in.
- Possess physical capacity to fulfill all essential job functions responsibilities listed above

Position Competencies for Success

- Understand and support the mission of the organization
- Commit to the growth and development of 76ers Campers
- Work effectively with others in all levels of the organization in a professional manner
- Be responsible, reliable, and safe
- Always have a positive, can-do attitude
- Be patient, caring and creative
- Produce consistent, high-quality work
- Demonstrate excellent judgment; identify problems and work quickly to find solutions
- Be a flexible, adaptive and a team player
- Desire to make a difference in the life of a Jr. 76ers player

Experience Requirements

- Open to COLLEGE & GRADUATE STUDENTS ONLY; Juniors, Seniors, and Graduate Students.
- Nights and/or weekends may be required depending on the program; flexibility to participate a plus.
- Familiarity with MS Office applications (Word, Excel, Outlook, and PowerPoint).
- Must demonstrate professionalism, a customer-first attitude, enthusiasm, and strong verbal and written communication skills, in addition to the requirements for the position.

Education Requirements

- Open to college juniors, seniors and graduate students seeking a position to gain experience at a professional sports camp.

- Must be able to keep up in fast-paced environment, customer service orientated and professional, and able to participate during normal business hours, nights, weekends, and holidays as based on the event calendar.

Other Skill Requirements

- Outstanding communication skills: These include the ability to use oral and written skills that are clear, concise, and grammatically correct in all aspects of professional interaction with campers, their families, peers, leadership team and the larger community.
- It is understood you will complete all trainings and pre-employment credentials required by Jr. 76ers Camps and the state you are working in.

Covid 19 Health & Safety Protocols

Jr. 76ers Camps have developed and will be implementing an Advanced Safety Plan to ensure our campers, team members, and parents thrive in a safe environment. This plan includes detailed safety measures in the following areas. Team members will be trained on all protocols and full compliance is expected.

- Limited enrollment and smaller group sizes
- Camper & staff screening with use of Personal Protective Equipment (PPE)
- Cleaning, disinfection & handwashing
- Premier outdoor facilities
- Reasonable contact reduction, including social distancing practices
- Symptom Management Action Plan
- Specialized Safety Training

Reporting Relationship(s)

- Reports directly to the Camp Director, Residential Director, and Assistant Director. May also take direction from and is overall accountable to the General Manager.