



Position: Lodge Assistant Intern

Time Frame: January – Mid April (starting and ending date negotiable) | 15 – 20 hours per week

About STARS: With a mission to empower and enrich lives through adaptive recreational activities, STARS (Steamboat Adaptive Recreational Sports) was founded in 2007 to provide recreational programming to individuals with disabilities. We strive to increase our participants' independence while focusing on their abilities rather than disabilities. Our program is based on the three pillars of safety, fun, and learning so participants can work to achieve their personal goals!

Job Description: All college levels are welcome to apply, but juniors and seniors who need internship credit to graduate are strongly encouraged. Students majoring in culinary and hospitality are strongly considered.

STARS is seeking an individual to assist with operation of our Ranch facility which features 9 rooms, 27 beds, a full kitchen, Great Room and more. Each season STARS hosts a wide variety of participants through organized camps or as part of a private group. Working closely with the Director of Operations and Lodge Assistant, this position will support the facility in a variety of ways, including meal support, housekeeping and hospitality support.

Duties and Responsibilities:

1. Communicate clearly and effectively with participants, staff and supervisors
2. Someone willing to adapt to last minute changes due to the needs of our population
3. Serve breakfast, lunch, and dinner for groups and camps
4. Support requests of guests based on need such as questions about programming, shuttles, lodge issues, maintenance requests, housekeeping requests, etc...
5. Assist in inventory and ordering supplies necessary for the kitchen to serve meals as needed per camp/group
6. Coordinate alongside the Lodge Assistant to determine needs for volunteers and schedule accordingly with Volunteer Coordinator
7. Support in housekeeping efforts of the facility including but not limited to daily cleaning and sanitizing using housekeeping procedures including restrooms, common areas, etc...
8. Willing to support off snow programming, as well as possibly attend snowshoe and Nordic ski lessons

9. Assist with STARS special events
10. Additional duties as assigned by Director of Operations, Program Director, or Executive Director

Qualifications:

1. Customer service and culinary experience required
2. Hospitality experience strongly preferred
3. Ability to work independently and thrive in a fast-paced work environment
4. Reliable, flexible, organized, and detail oriented with a strong work ethic
5. Given the nature of our work, all interns will be subject to a background check
6. Serv-Safe certificate

Expectations:

1. Be an advocate for yourself and others in all situations
2. Ability to maintain a positive attitude throughout adverse situations and conditions
3. Represent STARS in a professional and responsible manner both on and off the clock
4. Cooperate and collaborate with all STARS staff, board members, volunteers, participants, parents/caregivers, and donors
5. Occasional long days, weekend, and evening work is expected
6. Ability to give and receive feedback in a positive manner

Other Perks:

1. STARS provides furnished housing if needed
2. STARS provides a stipend of \$1300 (50% paid halfway through internship and remaining 50% at the conclusion)
3. Have fun while building your resume and meeting new people

Deadline: Applications will be reviewed starting September 25th, 2020. We will continue to accept listings after this date, and the posting will be removed once the position is filled.

How to apply: Email a resume and cover letter. Please indicate which internship and semester you are applying for in the line of your email.

Submit to:

Rebecca Hext

rebecca@steamboatstars.com

970-870-1950 ext 108

Equal Employment Opportunity (EEO) Policy

STARS is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, genetic information, or any other applicable status protected by state or