

CAMP FIRE SAMISH

1321 King Street #3

Bellingham, WA 98229

Phone: (360) 733-5710 Fax: (360) 733-5711

cfo@campfiresamish.org

Position Title: HR/Human Resources Intern for a youth serving non-profit agency.

Date/Time: 10 weeks during spring or summer quarter

10 hours per week. FLEXIBLE schedule.

Compensation: For college credit (will complete all required paperwork).

While executing the following Essential Functions of the position, you will work hand in hand with the Camp Director, Development Coordinator, and Executive Director.

- Complete personnel files for incoming summer camp employees.
- Contact summer seasonal employees.
- Gather and collect proper paperwork from employees.
- Duplicate files for both camp and office usage.
- Conduct employer verification calls and reference checks.
- Assist with camper paperwork and information as needed.
- Process camper and staff paperwork in compliance with staff federal laws, ACA requirements, and national regulations.
- Other duties as assigned.

Qualifications:

- Strict confidentiality concerning all camper and personnel information is required per law.
- Prefer business or human resources major with some college experience.
- Excellent public speaking and writing skills.
- Strong interpersonal skills to ensure effective interactions and communication.
- Familiar with Microsoft Office products.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality.
- Valid Washington State driver's license, vehicle in working condition, and proof of insurance.
- Effective conflict resolution skills.
- Satisfactory results from criminal background search.

AN EQUAL OPPORTUNITY EMPLOYER