

## Academic Year 2020 - 2021



### CAMP FIRE SAMISH

1321 King Street #3 Bellingham, WA 98229  
Phone: (360) 733-5710 Fax: (360) 733-5711

**Position Title:** Human Resources Internship

**Day/Hours:** 10 weeks during spring or winter quarter. 10 hours per week. Flexible schedule.

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

**Reports to:** Primary- CEO/Executive Director. Secondary- Human Resources Manager

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

#### Essential Functions:

- 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 Outlook and Word. Excel and Access or other database programs experience a plus.
- Demonstrated ability to multitask, 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.
- Employment may be available upon successful completion of internship

**.To apply email resume and cover letter to [jaime@campfiresamish.org](mailto:jaime@campfiresamish.org)**

**AN EQUAL OPPORTUNITY EMPLOYER**