

ACADEMIC YEAR: 2021 - 2022



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) or experience

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 CEO, COO and Human Resources Manager.

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.
- 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

AN EQUAL OPPORTUNITY EMPLOYER