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# Administrations

## Idle-Hour Ranch Internship Program

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### Summary:

Administration Interns play an integral role in assisting IHR Management with the daily functions of overseeing employees and volunteers. This position includes opportunities to learn general Administrations and volunteer management responsibilities including recruitment, interviews, orientations, recognition, benefits, wellness programming, and staff relations. Interns will be promoting IHR through positive interactions with guests, gain interpersonal skills while working with a dedicated team, and retain valuable experience and knowledge concerning the day-to-day activities involved in running a small business.

### Responsibilities:

- Assist IHR Management oversee volunteers, internships and other staff
- Assist IHR Management with overseeing inventory records
- Assist IHR Management with the planning of recognition events
- Assist IHR Management with recruitment efforts; including screening resumes and assisting with interviews and orientations
- Assist with the development and execution of wellness programs
- Ensure proper documentation and compliance
- Assist IHR Management in their daily routines
- Assist IHR Management with employee and volunteer databases
- When appropriate, be responsive to visitor inquiries.
- Supervise various activities to ensure guest safety
- Assist IHR Management with incident reports, as needed
- Assist IHR Management improve policies and procedures when applicable

### Requirements

- 18 years or older
- Negative TB test results (from 9 months or less prior to internship)
- Proof of Tetanus vaccination within past 5 years
- Be able to work a minimum of 6 consecutive hours
- Strong written, verbal, and interpersonal skills
- Ability to work independently, quickly, and pleasantly under pressure
- Ability to follow all instructions, verbal and written
- Detail-oriented thinking
- Excellent management and customer service skills
- Ability to balance multiple responsibilities
- Adhere to ethical and confidential codes
- Ability to walk on uneven surfaces including stairs
- Ability to sit or stand for more than 30 minutes at a time
- No allergies that will interfere with working around animals or outdoors
- An appreciation for informal, lifelong learning in agreement with Idle-Hour Ranch's mission and commitment to education and conservation

### Candidates

IHR is looking for hard working interns that desire hands-on experience in Administrations. Applicants must be dependable, confident under pressure, friendly, good with people, detail-oriented, well organized, and high energy. Preferred candidates are those who are eager to learn, understand the value of flexibility in the workplace, have a positive attitude under pressure, enjoy working in a team setting, and have a strong interest in working as management within the fields of small business, agri-tainment, tourism, animal care, customer service, public relations, or sales. Applicants may be working with, or around, animals during their internship.

**Availability:** Limited

Currently Summer & Fall Semesters only

### Time Commitment:

Minimum of 24 hours per week

During standard business hours

Friday, Saturday, Sunday 10:00a – 7:00p

Weekday hours typically not available

### To Apply:

Summer Semester 2015

- April 2 – applications due
- April 26 – students notified
- May 24 – semester begins
- August 31 – semester ends

Fall Semester 2015

- July 4 – applications due
- July 26 – students notified
- August 23 – semester begins
- November 30 – semester ends

Send completed application packet to:

Idle-Hour Ranch Internship

4845 Fenner Rd.

Troy, OH 45373

### Application Packet:

- Resume**
- Letter of Recommendation** – from your advisor, professor, or university
- Requirements for Credit** – If you are seeking credit please include a copy of the requirements for credit, and a letter from your advisor verifying that you will be receiving credit
- Signed Release**
- Signed Disclaimer**
- Negative TB test results** (performed within 9 months of internship start date)
- Proof of Tetanus vaccination** (from within the past 5 years)
- Essay** – A one page essay answering the following questions:
  - Why are you interested in this internship?
  - What are your expectations for this internship?
  - What makes you qualified for this internship?
  - What skills can you bring to IHR?

Direct questions to: Brittany Michelle at

IHRtheplacetobe@gmail.com