
Business Operations

Idle-Hour Ranch Internship Program

Summary:

Under the supervision of IHR Management, Business Operation Interns play an integral role executing, and assisting in, various tasks imperative to the function of daily operations. 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:

- Respond to phone inquiries
- Assist IHR staff in collection of admissions and ride tickets
- Assist IHR Management with inventory records
- Assist with organizing, ordering, and stocking gift shop merchandise
- When appropriate, be responsive to visitor inquiries.
- Assist IHR staff supervise various activities to ensure guest safety
- Assist IHR Management document incident reports, as needed
- Assist IHR staff with Season Passes for guests, when applicable
- Assist IHR staff in running pony rides and the camel ride stand
- Assist with snack shacks (and corn maze during Fall Semester)

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 commit to a minimum of 6 consecutive hours each work day
- Strong written, verbal, and interpersonal skills
- Ability to work independently, quickly and under pressure
- Ability to follow all instructions, verbal and written
- Detail-oriented thinking
- Excellent 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 Business Operations. 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 within the fields of customer service, public relations, and 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

Select weekday hours may be 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