



community sailing center
lake champlain : burlington vermont

Events Intern Job Description

About the Community Sailing Center (CSC)

Our mission is to encourage and celebrate the responsible use and long-term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community. The Community Sailing Center is unique. We are sailors, paddlers and recreation enthusiasts who share a deep passion for Lake Champlain because we live near and recreate in it regularly. We believe everyone deserves to play on, learn from and ultimately take care of Vermont's greatest natural resource, Lake Champlain.

The CSC is located on the waterfront in Burlington, VT and has been operating for 20 years. As the only Community Sailing Center in the state the CSC offers a variety of programs for youth, adult, students, and the visiting sailing and paddling enthusiast. We also host several signature events each year bringing the community together to celebrate the Lake. CSC's diverse programs range from recreational to racing, accommodating every sailor. Our fleet is composed of O'pen Bics, Hartley 10s, 420's, Lasers, Sonars, Rhodes 19s, and Stand Up Paddleboards, kayaks and canoes.

Beyond teaching sailing at the CSC, Burlington has numerous opportunities to offer. There are several yacht clubs in the nearby towns providing racing almost daily on dinghies and keelboats. Lake Champlain is a destination for larger regattas each summer as well. Local sailors are always interested in having new crew.

Overview

We are looking for friendly and organized people to help run our venue rentals this season. Typical tasks include answering emails and phones, coordinating schedules, assisting in booking events, marketing the space, and communicating with existing and potential customers. Experience with Google and Microsoft Office are preferred. No boating experience is needed. Part-time position with opportunities for more hours.

Responsible to: Office Manager

Qualifications

1. Comfortable with basic administrative tasks.
2. Availability in evenings and weekends is preferred.
3. Previous customer service experience preferred.
4. Ability to communicate basic information in a positive way.
5. Positive, enthusiastic and flexible attitude.
6. Experience in working in a fast paced customer facing environment.
7. Experience with event management is a plus but not required.

Pay Rate: \$15 hourly base pay for Part Time

Responsibilities

1. The Events Intern must have excellent interpersonal skills and the ability to communicate with all clients effectively and with respect.
2. Keep up to date with event correspondence through email and phone communication.
3. Provide a high level of customer service. Greet and welcome clients and answer questions related to events, as well as general programs and information.



community sailing center

lake champlain : burlington vermont

4. Knowledgeable of all policies of the Center, specifically around operations and event policies.
5. Assist with maintaining the flow of operations through the building.
6. Organizing event supplies and communicating set up and break down policies to clients and other staff.
7. Assist Office Manager with:
 - a) Providing administration for event contracts and keeping up to date records of events.
 - b) Reaching out to prospective clients and being able to start the event booking process.
 - c) Building event marketing materials and keeping event materials up to date.
8. Perform additional tasks as necessary including office and facility upkeep, etc.

Perks:

- **Sailing:** As an employee of Community Sailing Center you are invited to use any of our idle paddle or sail boats during business hours.
- **Boat Storage:** Employees of the Community Sailing Center are allowed to store one boat on a rack, pending available space.
- **Racing:** The Community Sailing Center would love to see you hone your skills and provide some competition. You are invited to race in the Friday night series with a CSC boat pending boat availability.
- **Discounts:** Our organization has established relationships with local businesses to provide discounts to the Community Sailing Center Staff. You will receive a list of staff discounts at staff training.
- **Pro-forms:** Our organization has established one or more relationships with companies willing to offer discounts on products. You will receive a list of pro-forms at staff training.

Dates of Employment

Applicants may apply for part-time positions for any number of the seasons listed below. Work during the spring and fall is limited – scheduling will depend heavily on the interns availability and flexibility of hours.

Spring: May 1- June 11

Summer: June 12 – September 4

Fall: September 5 – October 9