



Intern Program Summer 2018

Thank you for your interest in the Ojibway Club's Intern Program!

The Intern Program is intended to provide 15 year old children of Ojibway Club members with the opportunity to experience a real world working environment that will familiarize them with Club operations and provide practical training that will be useful for future employment. **This is a great opportunity to build your resume!**

Intern roles include 1 or 2 week assignments in one of 6 areas: Maintenance, Kitchen, Grocery, Gift Shop, Office, or Snack Bar. The assignment will be in one department per week from 9:30am to 4pm Monday to Friday.

Maintenance	Kitchen	Grocery Store
Works with the maintenance crew to provide basic grounds maintenance such as watering plants, handling recycle & trash disposal, weed removal, trail maintenance etc.	Under the guidance of the Chef, the expeditor ensures the smooth and efficient movement of food orders from the cooks to the Snack bar staff. Prepares and plates garnishes etc.	Works with Grocery staff to stock shelves, carry customers' bags to boat. Bundle cardboard, organize shelves etc. train on POS system
Gift Shop	Office	Snack Bar
Works with Gift Shop staff to stock shelves, fold clothing and organize shelves. Train on POS system. Apply price stickers etc.	Filing, balancing floats, answering phone, booking courts, assisting with data inputs etc.	Scooping ice cream, taking customer food orders, running orders to tables, cleaning dining area, training on POS system etc.

Potential Interns are to contact Tamara Finch at tamara_finch@otpp.com with their role preference and week preference for one or two week assignments. Interns will be expected to:

- Provide excellent customer service to all Ojibway customers and have a positive attitude;
- Report to work on time;
- Wear clean shorts or slacks (no jeans or jean shorts, ripped clothing, radical designs / colours);
- Wear clean running shoes or other comfortable closed toe & heel shoes (no sandals or flip flops);
- Hair and fingernails to be clean and well kept. (Health & Safety regulations require that hats be worn in some locations);



- Makeup and jewelry are to be minimal. Gents are to be clean shaven;
- Provide their own lunch and snacks;
- Stay off personal phones during work hours.

Interns will receive a C\$50 honorarium as well as individual intern feedback at the end of each week from their manager. Interns will be expected to follow all employment and safety rules and to follow the directions and instructions that their supervisor provides.

IMPORTANT INFORMATION:

- 1) Interns must be turning 15 in 2018 and be children of Ojibway members to be eligible.
- 2) Parents: It is expected that your child will complete the application process and take individual responsibility for ALL communication with the Ojibway Club and Tamara Finch regarding employment.
- 3) Assignments are on a first come, first serve basis, so get your applications in early!
- 4) Please **email** completed application forms as a PDF to: tamara_finch@otpp.com by **March 31st, 2018.**

PERSONAL INFORMATION:

Full Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Date of Birth (Month / Day / Year) _____

Are your parents members of the Ojibway Club?

Yes _____ No _____

2018 SUMMER AVAILABILITY:

I would like to work as an Intern for:

One Week _____ Two weeks _____



Please indicate your first, second and third preference for departments with a 1, 2 or 3 in the appropriate boxes by week.

Week	Dates	Maintenance	Kitchen	Grocery	Gift Shop	Office	Snack Bar
1	July 2 nd – July 6 th						
2	July 9 th – July 13 th						
3	July 16 th - July 20 th						
4	July 23 rd - July 27 th						
5	July 30 th - August 3 rd						
6	August 6 th - August 10 th						
7	August 13 th - August 17 th						
8	August 20 th - August 24 th						
9	August 27 th – August 31 st						

EDUCATION:

Name of High School: _____ I am going into Grade: _____

EMPLOYMENT HISTORY:

Please list any work experience you have had (volunteer or paid):

Employer	Title	Job Description	Dates of Employment



REFERENCES:

Please provide one personal reference. This may be a former supervisor, teacher, coach, summer camp counselor, etc.:

Name	Phone	Email	Relationship to you

GENERAL INFORMATION:

Please describe what you did during the 2017 summer:

Please list any additional organizations, clubs or extra-curricular programs you are affiliated with. These can be school related (e.g., Student Council, Drama Club) or not (e.g. Minor Hockey, etc.). Please indicate whether you held/hold a position of responsibility in the organization(s):

Please describe your Hobbies/Interests:



Please tell us why you want to be an Intern at the Ojibway Club:

What will make you a great Intern at the Ojibway Club?

Is there anything else you would like to tell us about yourself?

Thank you for your application!

You will be contacted regarding 2018 summer employment no later than May 31st, 2018.