

Internship Program: Event Interns at the Oaks 2024

Program Name: The Oaks Event Internship Program

Duration: 6-8 weeks

Compensation: Unpaid

Objective: The Oaks Center Event Internship is truly the hands and feet of our events. They provide in-person hospitality and handle day-of event logistics, providing excellent customer service and creating an outstanding hospitality experience for guests. The internship position requires a diligent, detail-oriented personality who has a willingness to learn, and the ability to address potential problems that may arise with respect, and kindness.

The Event Internship Program at The Oaks aims to provide aspiring hospitality professionals with hands-on experience in a dynamic work environment. Interns will have the opportunity to work hands-on for a variety of events, including our own Oaks retreat, Bob Goff events, Onsite therapy workshops, and 3rd party groups ranging from church groups to corporate events.

1. Program Benefits

- Gain practical hands-on hospitality experience.
- Develop a wide range of skills in event logistics, guest services, time-management, and problem solving.
- Personal and professional growth opportunities for interns to build professional working experience, build initiative, and develop self confidence.
- Provides interns with mentorship and training from experienced hospitality professionals, including regular 1-1 meetings with your supervisor (this could be myself, Justin, or both?).
- Potential for future employment and/or recommendation letters based on performance.
- Networking opportunities
- A truly incredible experience out in the hills of Southern California, to be of service, and to be a part of something bigger than you.

2. Responsibilities and Duties

As an event intern, you will:

- As an intern at The Oaks, you will play a dynamic role that combines various aspects of hospitality, including: guest services, time management, quick thinking and problem solving, among many other behind the scenes tasks that are involved.
- Provide in-person hospitality throughout the entire event and anticipate/meet guest needs to the best of your ability
- Maintain a working knowledge of the property and protocols for events in order to deal with problems and carry out event logistics
- Interact with guests with an attitude of kindness and compassion
- Ensure event is running smoothly, provide support to appropriate parties
- Assist with set up, check-in and clean up of events along with other event staff team members
- Available to meet event logistic needs: run corner store, coffee barista, restock/refresh common spaces throughout event, s'more prep, close down at end of night, assist with set-up/clean up of special experiences, meeting guest needs pertaining to property
- Function as on call oaks representative during events

3. Requirements:

- Interns are expected to work 3-4 shifts a week, concluding about 30 hours a week. Schedules are created weeks in advance, and interns can typically know their schedule ahead of time.
- Interns are expected to show up on time for their scheduled shifts just like a regular job.
- Intern **must** have their own car, and be responsible for their own meals outside of shifts. Leaving campus is highly encouraged!
- Show up with a willingness to learn, an open mind, and compassion.

4. Compensation-unpaid

- Housing provided for interns, with full kitchen to cook their own meals.
- Meals covered during most events (or \$50 in groceries/instacart per event)
- \$400/month grocery stipend

How to Apply:

If you're ready to embark on a rewarding internship journey at The Oaks, please submit your resume and a cover letter outlining your interest and relevant experience to Talia@oakscenter.com. Don't miss out on this exciting opportunity to develop your skills and make a meaningful impact in people's lives. Join The Oaks and unlock your potential.