

Company Name	Catawba Island Club
Address	4235 East Beach Club Road Port Clinton, Ohio 43452 United States
Equal Opportunity Employer	Yes
Name of Site Supervisor	Ken Williams
Site Supervisor's Title	Chief Operating Officer
Site Supervisor's Phone	(419) 797-4424
Site Supervisor's Email Address	kwilliams@ciclub.com
Title of Internship	Front Desk Intern
Job Description	<ul style="list-style-type: none"> • This position reports directly to Angie Brown Position/Duties: The front desk position works within a team of staff which provides accurate and detailed information efficiently for members and their guests concerning all aspects of club amenities and events. Priority of this position is to assist in ensuring guest happiness through customer service. in/out of hotel guests, and working Various projects including answering/directing phone calls, taking reservation for dining and hotel, check on office projects.
Duration	Multiple Semesters
Which semester will the internship begin?	- Summer Semester
How many hours per week will the Intern work?	40 preferred 15-20 to accommodate student's schedule
How many weeks will the Intern work?	Summer – 8-10 weeks with a minimum of 20 hours per week.
Will the Intern be paid?	Yes
If Yes, please indicate salary/stipend \$	13.5
Preferred academic major(s)	Hospitality
GPA Requirement	3
Email resumes to:	mtimerding@ciclub.com
Attn:	Marci Timerding

[Go here for housing/accommodation information >>](#)