

NJ
CLUB MANAGERS
ASSOCIATION

2018
New Jersey Club
INTERNSHIP PROGRAM
Club Information Form



Club Name: _____

Club Address: _____

Club Contact Name: _____

Phone Number: _____

Fax Number: _____

Email: _____

Description of Club: _____

Internships Available: *(Check all that apply)*

- Level 1 - Position of Experience Based Internship
- Level 2 - Rotational Internship
- Level 3 - Leadership Internship

Housing Accommodations: _____

Please submit a photo of your club in .jpeg format to hbilotti@bayheadyachtclub.org

Please return this form to:
Holly Bilotti
NJ Club Internship Program Chair
Bay Head Yacht Club
111 Metcalfe Street
Bay Head, NJ 08742
(D): 732.899.2000 **(F):** 732.899.2085
Email: hbilotti@bayheadyachtclub.org

INTERNSHIP LEVELS

LEVEL 1. Position of Experience Based Internship:

This is an internship where a student is assigned to a basic club job or staff position but is also oriented to a club's culture, tradition and its operations. Usually a short orientation starts the experience and then the student intern is trained in the position and occupies it for a set time period. Good examples of position internships might include: receptionist, wait staff, an activity staffer in summer children's or youth program or beverage cart attendant.

LEVEL 2. Rotational Internship:

This is an internship where a student rotates through the various departments in the club which includes one week in each departmental area, such as: clubhouse dining, culinary operations, golf shop operations, golf and tournament management, pool operations, club accounting and financial reports, grounds and turf management, membership marketing and services, clubhouse event planning and other areas of club operations specific to your club. Student interns would typically rotate through these club departments and then settle into a specific area for a more in-depth orientation and provide service to the club in the second portion of the internship. These are highly rewarding internships for both the club and the student. This type of internship would typically be engaged in at the second level or during the second or third summer of a four-year program. In some colleges, this is the only type of internship that is considered a "true internship" experience and may be the only one accredited by the college. Academic credit and special project status may be assigned to this type of internship.

LEVEL 3. Leadership Internship:

This is an internship where a student operates a revenue center for the club and is highly responsible for staffing and providing all operational guidance or leadership in managing this area. This might include the operation of a poolside cafe or operating the cabana venues at a beach club or running the snack bar on the golf course. This internship is typically considered a third level and is performed during the third or final summer of a college student's four-year program. Candidates seeking this internship are highly experienced students who are ready and able to take on a leadership role and are able to assume full responsibility of an operational area. Academic credit may be earned and a summary report of the experience can be expected.