Let’s Go Fishing

Intern Job Description

Job Title: Intern Director
Reports To Let's Go Fishing Committee/Board, Bemidji Chapter
FLSA Status: Non-Exempt
Prepared Date: March 2019
Approved By: LGF Committee Board, Bemidji Chapter
Approved Date:
Salary Range: $3,000.00 to $4,000.00 for the summer. Exact Salary based on applicants qualifications.

Summary: The Intern Director is under the supervision of the Let’s Go Fishing Committee/Board, Bemidji Chapter. This position performs administrative tasks including: internal customer support (to LGF members and volunteers) and external customer support (to our guests and the community). The intern Director services as a resource to all volunteers through promoting and guiding the LGF mission, vision, policies and procedures. This position schedules trip outings, contacts volunteers for each outing, assists with coordination of annual and on-going training sessions, is the gatekeeper of pontoon expenses (Gas, repairs and other), performs data entry to state website, fills out and submits bi-weekly timesheet to treasurer and maintains ongoing communication to the committee board as needed or as directed by the committee.

Essential Duties and Responsibilities include the following:
(Other duties may be assigned)

- Follows all LGF policies, procedures and standards.
- Services as a resource to all volunteers to answer questions on LGF mission, vision and the organizations policies, procedures and standards.
- Observe safety procedures. Report potentially unsafe conditions to the committee/board for investigation and review.

Customer Service and Trip Activities

- Must present great customers service via phone contact in a pleasant professional and courteous phone manner. Ensure customers receive the necessary information and ensures all questions have been answered and have been properly addressed.
- Maintain and oversee outings via online scheduling program with the local senior facilities and other local residents.
- Manage the online schedule for volunteers to accompany each outing and maintain volunteer list.
- Collect any forms from care facilities before the scheduled trip to ensure all forms have been completed to standards.
- Collect all necessary information per trip to ensure the pontoon capacity is in compliance with boat regulations.
- Ensure the pontoon is cleaned, full of fuel and ready for use as needed. (Presently Ruttger's is planning to do this for the upcoming year). This includes fishing rods ready and in good working order, first aid kit, trip forms on board.
- Return calls in a timely manner to our guests. Follow chapter guidelines and expectations on appropriate response time
- Present a monthly snap shot of upcoming month(s) scheduled trip activities at each monthly committee/board meeting for committee/board review.
• Attend a pontoon outing once a month to ensure volunteers are completing trips to organizations standards and ensure consistency of LGF program. Provide a report to the committee/board of each trip outing (summary of observations and recommendations for improvement)
• Contact all volunteers and guests in a timely manner for trip cancellations.
• Attend training session(s) and provide necessary paperwork for volunteers to complete for LGF file. If unable to attend training sessions assist with paperwork preparation for each session. Handoff necessary forms to LGF committee/board member.

Data Entry:
• Oversee the management of all trip data to online scheduling program on a weekly basis. Maintain and enter data on Bemidji Chapter website with upcoming events and remove events as necessary
• Maintain volunteer list. Ensure it is updated with all pertinent contact information (excel form)
• Review and recommend possible changes to the Chapter website (on www.BemidjiLGFWS.com) to committee/board. Make approved changes if possible or relay changes to the LGF state office for support (i.e. posting pictures, etc.)

Misc. Duties:
• Attend monthly LGF meetings to stay abreast of chapter activities.
• Have a plan in place with the committee/board for back-up support if you will be on vacation. Appropriately communicate with the back-up person on where you are at with guests and upcoming scheduled trips.
• Oversee financial activities of the chapter (inputs – donations, outputs – expenses)
  o Submit any donations received to the treasurer for proper timely deposit.
  o Maintain register of donors and send “thank you”s to donors within 48 hours of receipt
• Monitor water bottle inventory on pontoon and submit request to the committee/board to coordinate stock replenishment in a timely manner.
• Provide coordination for special projects throughout the summer (i.e. local events, Eagles tournament, Take-A-Kid Fishing, Knights of Columbus Fishing Tournament, Fishing Has No Boundaries, Dragon Boat Festival,) and other marketing or fundraising activities as may Also, ensure activities are recorded
• Provide a written summary report of internship experience during the summer to the committee/board. Submit a copy to the State office of LGF (1-2 pages)
• Must turn in a time sheet bi-weekly to accountant for time worked to receive agreed upon compensation.
  o Record hours and note on activity performed on excel sheet provided for tracking hours.
  o Each intern may be responsible for taxes at the end of the year. Intern will receive a 1099 form accountant for tax submission. Discuss with chapter accountant.
• Notify the Central Office of NEW volunteers. Send Background Check Form to Central Office via E-mail or US Postal Service.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
High energy level to complete the job duties assigned to this position. Individuals must be computer savvy to work with Outlook, Excel and the internet to perform data entry to the state website. The individual must be able to multitask and communicate effectively to guests, volunteers and the committee/board members. A pleasant phone manner is required.

Other Qualifications

Must be able to travel to offsite locations for pontoon trips, and monthly meetings. Valid Drivers’ license is required.