

Anderson Valley Education Foundation Volunteer Internship Description 2011

Position Title: River's Bend Office Support/Special Project, Hospitality Staff

This internship is offered as a 40 or 80 hour commitment

Supervisor: River's Bend Retreat Center Director

Location of Internship: River's Bend Retreat Center in Philo- 18450 Ray's Road. River's Bend is a retreat center that provides a place of beauty and quiet for guests and we intend to cultivate a place that honors the sacred relationship between people, land and spirit.

Date and Hours: June – September (can be negotiated depending on intern's schedule); Hours vary weekly depending on guests. We ask that intern be prepared to work weekend shifts.

Activities and Tasks:

- Assist cooking staff with meal planning, preparation and service.
- Facilitate meal service and help coordinate guest volunteers who help with kitchen clean-up and set-up during their stay at River's Bend.
- Job may involve some harvesting from the garden, standing, and lifting 25-40 lbs on occasion.
- Food service will require a clean and neat appearance with long hair pulled back and closed toed shoes.
- Interns will help cater special events and have the opportunity to learn different types of service – casual, buffet, indoor-outdoor and formal service, as well as to take on some leadership skills and be involved in staff meetings.
- **Office support project:** if you have computer skills and organizational skills, we can also create a project around database work or other office administrative work or computer-based projects. This could represent up to 1/3 of internship.

Desirable Qualities and Skills: We are looking for an intern who would be interested in learning about the service industry and cooking as well as general customer service and work-place experience. You will be participating with a great, friendly staff in support of our guests in their retreat time here in Anderson Valley. Punctuality is very important as is the capacity to work as part of a team, and take leadership to help ensure that guest service is of high quality. Organizational skills, computer literacy in Word, Excel and any other programs.