



**Gateway Council**  
**Hostelling International USA**

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## Event Planning College Internship and Practicum

*Position Title:* Programming and Activities Coordination Intern

*Purpose:* Assist The Gateway Council of Hostelling International with planning, implementing, and assessing, outdoor activities and events.

*Responsibilities:* Assist the Program Manager in developing positive working relationships with members, volunteers, and the public. Outdoor activities and special events include; (a) hiking/backpacking; (b) bicycling/touring; (c) canoeing; (d) and special events; (e) Moonlight Ramble®; and Moonlight Masquerade®.

Apply steps to program planning—needs assessment, goals/objectives, design, implementation, evaluation—to actual events and activities.

Participate in committee meetings for events and projects e.g. Moonlight Ramble®, Cycle Across Missouri©, International Travel Day.

Coordinate advertising, public relations, sponsorships, and promotion of outdoor recreational and educational events.

Provide office support of writing, editing, photocopying, faxing, emailing, computer/internet support, and use of telephone.

*Qualifications:* Candidates should have an undergraduate degree in Recreation, Education, Sports Science, International Business/Studies, or related fields or be a student at the junior or senior level. Experience in event planning, outdoor recreation, and/or volunteer direction is a must. Ability to work with all age groups, basic safety skills and qualifications, and advanced written and oral communication skills are required. A valid driver's license is required. Flexibility, sense of humor, and ability to work independently are important.

*Hours and Opportunities:* Internships/practicum positions are available for spring/fall/summer semesters. Internships generally occur 12:00am-6:00pm with occasional evening meetings or weekend events. Full time (40 hour weekly) positions are available. Will work with student's school for credit requirements.

Program Manager/Volunteer Coordinator  
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