



## Intern Vacancy Announcement – Merchandise and Registration Desk Manager

### GEORGIA RIVER NETWORK

Address: 126 S. Milledge Ave., Suite E3, Athens, GA, 30605. Website: [www.garivers.org](http://www.garivers.org).

Closing Date: Open Until Filled

Position begins: Mid/Late May Position ends: July 31

Semester internship opportunity also available:

#### **About Georgia River Network and Paddle Georgia**

Georgia River Network works to ensure a clean water legacy by engaging and empowering Georgians to protect, restore and enjoy our rivers from the mountains to the coast. Georgia River Network does this by connecting people to rivers and organizations working to protect rivers, helping citizens start new river groups, strengthening and supporting Georgia's network of 30+ river organizations, and advocating for, and involving citizens in, calling for strong protections for Georgia's rivers.

Paddle Georgia is a program of Georgia River Network. Paddle Georgia is a week-long, approx. 100-mile voyage down a different GA River each year. Each night, participants will be shuttled to campsites at local schools and other facilities where educational programs, games, entertainment and meals will be provided.

Some 300 people have participated each year, ranging in age from 4 to 79.

The purpose of Paddle Georgia is to introduce Georgians to Georgia's rivers. In a long-distance canoe adventure of this nature, participants will be able to view the river as a whole, working, dynamic ecological system. They'll see the beauty they might see on a well-chosen, day-long paddle, and they'll see the other side of the river—that sometimes damaged side that can be missed on those short trips. We also have fun. Paddle Georgia is more than an adventure. It is a community event, uniting individuals from across the state and region in a common goal—to explore a river and have a great time doing it.

To learn more about Paddle Georgia, visit the event website at [http://www.garivers.org/paddle\\_georgia](http://www.garivers.org/paddle_georgia)

#### **Job Responsibilities**

##### **Main Responsibilities:**

**Merchandise** - Sell merchandise during event registration and during morning and evening information desk hours: 6:30-8:30 a.m. and 3-8 p.m. Handle cash, check and square up phone application. Set up displays of merchandise at info desk area, maintain inventory count throughout event and at close of event.

**Information Desk** – Manage information desk, with help, during morning and evening information desk hours: 6:30-8:30 a.m. and 3-9 p.m. Includes answering questions about event schedule, assisting participants with problems, overseeing first aid kits, oversee field trip sign up notebooks, maintain volunteer ticket bucket, maintain order at desk.

##### **Other areas you may be asked to assist with as time permits:**

- Assist with carrying out the Paddle Georgia event. This could include, but may not be limited to:
- Preparation for the Paddle Georgia event including, but not limited to, clerical, mailing, and organizational duties
- Staff support during the Paddle Georgia event which may include, but may not be limited to, volunteer management, driving shuttles, assisting with boat launch and take-out, assisting with campsite set-up and tear-down, assisting with paddler registration, running errands, and other duties as assigned
- Follow-up for the Paddle Georgia event including clerical, mailing, and organizational duties
- Assist with carrying out other GRN projects and programs. This could include, but may not be limited to:
  - Fundraising and Membership
  - Education and Outreach
  - GRN Website
  - Administrative and clerical tasks such as answering phones, checking mail, filing, typing and data entry, etc.

The intern reports directly to GRN staff or appointed lead volunteers. Hours of work during are from 5:45 am to 10pm with downtime between 10am and 2pm. There may be the option to paddle one day as the schedule permits.

### **Qualifications**

Ability to take on high level of responsibility

Valid Driver's License

Cell phone

Ability to perform strenuous physical labor in harsh environmental conditions

Ability to camp for 8 consecutive nights (camping options are generally a high school football field for outdoor camping or a gym floor for indoor camping)

Organizational Skills

Strong communication skills and ability to work with volunteers

Ability to work independently and with a team

Possess a strong sense of customer service and have a friendly, flexible, "can-do" attitude

Must be available for the entirety of the trip.

### **Time Requirement**

Estimated 8 hrs./week leading up to the event. Hours of work are flexible.

Interns will spend the week of the event in its entirety, traveling with the Paddle Georgia event.

### **Compensation**

This is an unpaid, non-credit internship (although internship credit could be worked out with appropriate UGA department).

### **Application Procedures**

Please submit a cover letter and resume which highlights your qualifications for this internship.

Submit to:

Georgia River Network-Internship Program

126 S. Milledge Ave., Suite E3

Athens, GA 30605

or [info@garivers.org](mailto:info@garivers.org)

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**NETWORK**

