

Waterpark Management, Inc. Job Description

Job Title: Communications Intern
Date Prepared: January 2008
Supervisor Title: Director of Communications
FLSA Status: Nonexempt
Salary Range: \$10.00 per hour

Schlitterbahn Waterpark Resort is currently seeking a final semester Senior level Marketing/Communications major for the Communications Intern position. Previous experience at Schlitterbahn preferred. Responsibilities include assisting with media relations, writing news releases, facilitating charitable donation requests, event planning and managing guest inquiries.

The successful candidate will possess professional writing skills including creative writing, proofreading/editing ability, and experience with press releases. Intermediate computer skills including MicroSoft Office Suite, email, and internet experience with the ability to type 70 wpm are required. Bi-lingual speaking/writing ability (Spanish) a plus. Must be able to work at a computer for eight hours per day and outside as needed in various weather conditions. Must be able to handle a fast-paced environment with a multi-faceted scope of responsibility. Strong interpersonal skills required.

Interested and qualified candidates are encouraged to submit their resume to the staff services department, fax to 830-625-3515 or email afournoy@schlitterbahn.com.

Position Purpose:

Responsibilities include; assist with media relations, facilitate charitable donations, event planning & manage guest inquiries.

Essential Duties:

1. Assists with media relations.
2. News release writing.
3. Fulfills charitable donations as requested.
4. Answers guest inquiries.
5. Provides excellent guest service to internal and external guests.
6. Distributes mail for the marketing department daily.
7. Maintains reports as needed.
8. Other duties as assigned.

Education and/or Experience

- Final semester Senior level Marketing/Communications major required.
- Previous experience at Schlitterbahn preferred.

Computer Skills

- Intermediate computer skills including the MicroSoft Office Suite
- Heavy email response and internet research skills
- Typing 70 wpm

Other Qualifications

- Professional writing skills including creative writing, proofreading/editing ability, and experience with press releases.
- Bi-lingual speaking/writing ability (Spanish) a plus.

Physical Requirements

- Must be able to work at a computer for eight hours per day.
- Must be able to work outside as needed in various weather conditions.
- Must be able to lift 20lbs continuously.
- Must be able to stand for long periods of time.
- Ability to handle fast-paced and multi-faceted scope of responsibility.
- Ability to interact with guests in person and on the phone.