



Recreation Internship

The internship program at Hawk's Cay is a great experience for continuing education, practical applications of theory, and an excellent place to spend a summer in paradise. The internship program is relevant for any discipline within the recreation and hospitality field.

We do recruit seasonal positions in the Spring, Summer, and Fall. We are an RCRA accredited internship site and have a great history of retaining our students and providing full time positions. We are currently seeking 2 more Spring candidates for our property. Please have them contact me directly if they are interested so we can set up a phone interview.

Thanks and we look forward to hearing from you.

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General Facts about Hawks Cay Resort

Location: Conveniently located in the heart of the Florida Keys - 60 miles north of Key West and 95 miles south of Miami. The nearest town is Marathon, which is located 10 miles south of Hawk's Cay.

Resort Description A lush West Indies-style resort located on a 60-acre private island welcomes you with warm Caribbean touches. Tucked between the Atlantic Ocean and the Gulf of Mexico, this casually elegant resort provides an unforgettable experience for guests and members of the Hawk's Cay 310 employee family as well. The pace can be as lazy or as lively as you choose. Hawk's Cay, in its largest period of growth since its inception, is a boomtown: all its own! With the 1997-98 construction of 247 on property town houses, a new multi-faceted conference center, and the introduction of The Sanctuary, the opportunity for professional growth is unlimited.

- Multi Million dollar renovation began August 12. The property will officially reopen its newly renovated hotel and property pools on February 1st, 2009. It will be the most extraordinary island retreat.

Number of pools: 5
Dining: 4 Restaurants
Dolphin Program: Yes
Total Units: 472 with a maximum guest occupancy of approximately 2000
Marina: 85 Slip, accommodate up to 110' vessel
Spa: Indies Spa, including Fitness Center and Salon
Golf: Not on-site, chartered membership and discount for staff at Sombrero Country Club (15 miles) Key Colony Beach Par 3 golf course (10 miles)
Beach: Lagoon on property, Sombrero Beach located in Marathon (11 miles)

Weather	Spring	Summer	Fall	Winter
Average High	82	93	85	76
Average Low	73	79	76	66

The Recreation Department

Throughout the year the Recreation Department offers a variety of experiences for resort guests and club members. Programs include the year-round Island Adventures Club, Daily Activities, Holiday special events, Conference Group Recreation and Social Activities, such as a guided kayak tour of Duck Key.

***Island Adventure Club:** Designed for children 6-11 years old, The Island Adventure Club offers exciting days filled with activities such as: Island Explorations, Sport/Field Games, Craft Creations, Swimming & Pool Games & of course New Friendships! Available daily 9am-12:30pm, 1:30-4:30pm, and 9am-4:30pm.

***Little Pirates Club:** Same as above but oriented for children ages 4&5. Available daily 9am-12:30pm and 1:30-4:30pm.

***Kids Night Out:** For children ages 4-11, Kid's Night Out offers an evening full of structured activities, dinner and a movie. This takes place on Wednesday, Friday, and Saturday Nights from 7:00 p.m.- 10:00 p.m. Example themes utilized for these evenings of fun are "Florida Keys Island Night," "Pirate Adventure Night", "Safari Excursion Night."

***The Cove:** During season the Cove is open from 4-7pm for pre-teens ages 9-12 and in the evenings from 8pm-12am for teenagers. A \$5 cover includes a drink, snack, and free use of the video games, air hockey and big screen TV. Nightly events include Twister contests, Karaoke, and Air Hockey Tournaments.

***Daily Resort Activities:** Includes leadership and guest service in a variety of activities which extend to all age groups, such as Bingo Night, Candle Creations, "Dive-In" movies, Family Scavenger Hunts, Tie-Dye, and kayak tours.

Holiday Programs: Includes planning, implementation, and evaluation of Memorial Day Celebration, July Fourth Festivities, Labor Day Celebration, Halloween, Thanksgiving, Christmas and Hanukkah Festivities, New Years Eve Parties, President's Week Celebration, and Easter Events.

Conference Group Recreation: Five different team building programs are offered accommodating 20-100 people. Programs generally run 2 hours but can vary on group size. Events: Cardboard Boat Regatta, The Amazing Race, Wacky Olympics, Sports Challenge, and Photo Scavenger Hunt.

*** Pool Service/Indies Club:** Shift times are dependent upon season, but will be responsible for pool and recreation areas. Major focus on guest contact/interaction, cleanliness/upkeep, towel inventory and equipment check-out.

* Heavy emphasis/ most time spent for recreation department interns.

INTERN PROGRAM

****Hawk's Cay Resort is a Certified Internship site through the Resort and Commercial Recreation Association****

Interns report directly to the Director of Recreation Activities. Our goal is to give the intern a strong background as recreation professionals through a variety of experiences and responsibilities. We strongly value the addition of new ideas and perspectives and we encourage each intern to take the initiative to seek these opportunities.

Daily Responsibilities Involved:

Responsibilities will vary depending upon shift time and occupancy.

Interns will rotate between each area of operation and shifts to ensure a holistic understanding of the recreation department.

Recreation Department Supervisors:

Budget

Revenue

Personnel

Cost of Sale

Expense

Scheduling

Management meetings

Emergency Procedures

Programming

Indies Club:

Opening/Closing procedures

Craft Preparation

Guest and Member interaction/assistance

Handling reservations for specific programs

Maintaining a clean and safe facility

Balance sheets

Kid's Club:

Responsible for kids safety and fun

Manage groups of children with various ages

Assist with crafts

Implement games and activities depending on size and age of group

Communication with parents at Drop off, Pick up, and if needed during scheduled time

Pool Service

Opening/Closing procedures

Managing tiki boat rentals and schedules

Offer information and other assistance to guests and members

Pool towel management

Maintaining a safe and clean facility

Cove:

Maintaining a safe and clean facility

Assisting youth and teenagers
Facilitate activities and contests

Kayak Tours:

5 mile tour around Duck Key

Offer information about environment, sea life, and history of Hawk's Cay and the Florida Keys

Assist and encourage participants

Shadow Experience:

Shadow the manager of different departments

Learn responsibilities of each manager first hand

Understand how a large scale resort operates as a whole.

Intern Objectives

Recreation Mission Statement

The Recreation Department of Hawk's Cay Resort has been established to provide and maintain a legendary guest vacation through fun and different experiences and opportunities for the whole family. This will entail the assurance of creating family memories that will last a lifetime in a clean and safe environment.

Our interns will be given the opportunity to develop and demonstrate the ability to acquire the following skills and administer them appropriately in the hospitality industry. It is vital that our interns have strong goals and objectives that they would like to accomplish during their internship.

Administration

- Study, observe and participate in policies and practices of the agency.
- Attend staff meetings and other team meetings.
- Review budgeting and financial record keeping procedures.
- Participate in problem solving and making decisions.
- Departmental scheduling of programs and staffing procedures

Program

- Extend a helping hand to all our resort guests, club members, and owners.
- Assist in planning and implementation of comprehensive programs and services.
- Create programs and generate ideas to exceed our guest's expectations.
- Evaluate and recreate.
- Special Projects

Facilities

- Understand facility layout and upkeep of our equipment and facilities.
- Care for department equipment and supplies and be able to follow to control procedures of the inventory.

Internship Specifics

An internship at Hawk's Cay resort will provide a strong background of recreation programming and implementation {allowing you to see how the resort business works}, as well as on-the-job training. The length of the program is scheduled for approximately sixteen weeks but can be altered depending on the student's needs. The work week will be scheduled from 40 to 55 hours per week. This will require the student to work a flexible schedule meaning nights, weekends, & holidays.

Uniforms

- Hawk's Cay will provide you with (2) logo-ed shirts, shorts, and a nametag.
- You will be expected to produce comfortable tennis shoes, waterproof sandals (i.e. Teva's) and a swimsuit, colors should be solid black or blue.
- Other items that are helpful to bring are navy nylon wind pants for colder weather and a good pair of sunglasses. Hawk's Cay will have sweatshirts and ponchos available at employee's cost.
- Hats and visors are optional but must have Hawk's Cay logo. Logo-ed merchandise can be purchased from the Gift shop at a discount
- **UNIFORM CODE:**
 - Uniform must be clean and presentable
 - Name tags must always be worn when on property
 - T-shirts must be tucked in at all times
 - Shoes must be worn, no sandals except for Kid's Club, The Cove, and Kayak shift
 - Men may wear facial hair, but otherwise clean shaven.....No scruff
- **DO NOT:**
 - Chew gum while working
 - Bring/use cell phones while working

Compensation

Interns will be housed on property. Two hot meals each day will be provided at the hotel. An intern stipend of \$160.00 per week will be given to cover additional expenses. You will be paid biweekly, with the first check being held. It will be three weeks until 1st payment is rendered, so please be prepared financially to take care of that time gap. There is a \$100 deposit taken for each intern receiving housing, split up on the first two pay periods.

Dining

The Lunch Box is available to Hawks Cay employees only. Lunch is available from 11:00-2:30 and dinner times are from 5:00-7:00 daily. Nametags must be worn in Lunch Box even on days off. Food may not leave the dining area. Please be respectful of your fellow employees while waiting in line, there are many of us.

Resort Facilities...

With the exception of the Marina Store, **ALL** resort facilities are off-limits to the resort staff when not working. You will be able to enjoy our glass bottom boat, our dive/snorkel boat, kayaking, sunset cruises, bike rentals, and the interactive dolphin program complimentary, provided there is space available. Our dive shop frequently offers reduced rates for staff members to become certified and our parasailing, jet ski operation may also offer discount rates. You will not have access to our guest work-out facilities, bars, pools or the lagoon. The staff housing area does include an employee pool, laundry facilities, charcoal grills, horseshoe pits and other recreation opportunities for interns to enjoy on their time off.

Internship Questionnaire

Name: _____

Phone:() _____ - _____

Email: _____

Permanent Address: _____

City, State, Zip: _____

College/University: _____

Major: _____ **Minor:** _____

Expected Graduation Date: _____

Starting Date/Ending Date{Be specific}: _____

Interests/Hobbies: _____

Workplace strengths

Areas you would like to improve:

Resort Department you would like to Shadow----Rank top 5

_____ ***Front Desk*** _____ ***Banquets*** _____ ***Engineering***

_____ ***Accounting*** _____ ***Conference*** _____ ***Human Resource***

_____ ***Landscaping*** _____ ***Sales/Mktg*** _____ ***Marina***

_____ ***Housekeeping*** _____ ***Restaurants*** _____ ***Rental Management***
