



## Job Description

**Position Title:** People Team (Human Resources) Intern  
**Established:** November 28, 2017  
**Classification:** Full Time Seasonal  
**Job Location:** Michigan Overnight, Indiana Overnight, Corporate Offices in Grand Rapids, MI  
**Reports To:** People Team Member  
**Direct Reports:** None  
**Key Relationships:** People Team, Camp Directors and Assistant Directors, Summer Leaders

### Position Summary

The People Team Intern at SpringHill is responsible to ensure best practices related to employment policies and procedures. The People Team Intern serves people while ensuring compliance to laws and regulations required in hiring, onboarding and training. The People Team Intern plays a key role in Summer Leader arrival and orientation, legal compliance in onboarding, on-going communication with Camp Directors/Assistant Directors and payroll.

### Key Job Functions

- Assists in ownership of Summer Leader arrival and check-in
- Own Summer Leader paperwork and badge distribution processes
- Manage Mid-Summer Hire Processes (Training and Onboarding at Overnight Locations)
- Ensures compliance with all required background checks
- Assists in processing bi-weekly payroll
- Serves as a Resident Staff and Higher Ground Leader at overnight locations
- Complete other duties as assigned by Supervisor.

### Experience and Qualifications Requirements

- Commitment to the mission and ministry philosophy of SpringHill
- Pursuing Human Resource degree or degree in a related field
- Highly organized, self-starter with the ability to problem solve and prioritize
- Strong teamwork, staff and customer service orientation
- Excellent communications skills; verbal and written, warm, approachable and engaging

### Working Conditions and Physical Requirements

- Must be able to lift, bend, and twist
- Ability to push and pull loads
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination

*The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of and responsibilities, duties, and requirements of*

*personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*

Revised on: 11/30/2017