



Hostelling International Chicago  
Internship: Activities and Volunteer Coordination  
Supervisors: Anna Henschel, Community Engagement Liaison

### **Get Ahead at the Hostel!**

Hostelling International Chicago is a great place to gain valuable experience for your career. The hostel utilizes interns throughout the year. Internships are unpaid and many interns are able to earn college course credits while working at the hostel. HI-Chicago has three terms for internships, summer, fall and spring, and selection of interns is on a rolling basis until filled. Likewise, start and end times are flexible, established by agreement, and may factor into the selection of a certain intern application.

### **Benefits of interning at HI-Chicago include**

- Professional experience to further your career
- Substantial responsibilities and direct collaboration with management
- Experience with a large, nationwide nonprofit company and international association
- Working in downtown Chicago, one of the USA's largest commercial centers

### **Basic information for all intern positions**

- Some interns receive college credit for their work. We will do whatever necessary to insure that your internship meets your school's requirements.
- While all interns and volunteers should have a regular schedule, work times are flexible depending on your work or school schedule and the nature of your projects.
- Internships are unpaid.
- Accommodations are not provided for fall and spring interns. A few summer interns are provided accommodations on a limited basis.
- Decisions are made on a rolling basis. Please include your timeline for making an internship commitment in your cover letter.

### **Requirements:** Spring and Fall interns, summer non-resident interns

- Completed application with supporting documentation
- Commitment to work a minimum of eight (8) hours per week for a minimum of eight (8) weeks
- Current enrollment in institute of higher learning or recent graduate of same

### **Requirements:** Summer resident interns, late May to early August

- Completed application with supporting documentation
- Commitment to work a minimum of twenty-four (24) hours per week for a minimum of eight (8) weeks
- Current enrollment in institute of higher learning or recent graduate of same

### **Activities and Volunteer Coordination: Responsibilities and Projects**

Reports to Community Engagement Liaison

Precise responsibilities will vary depending on the current projects at the time of the internship. This list is an overview of possible responsibilities.

- Develop community partnerships in order to secure discounts and perks for travelers
- Organize and facilitate activities in the hostel and outings to attractions in the city
- Recruit, train and manage volunteers in conjunction with the Community Engagement Liaison
- Create and facilitate new traveler programs, outings, and walking tours
- Identify and maintain continuous connections with travelers and community members to uphold brand personality and presence
- Proper composition of social media posts while remaining in compliance with respective platforms' terms of service

- Assist in gathering new and up-to-date content (including photos, reviews, interviews) for HI-Chicago's official website and monthly newsletters

**Qualifications**

- Current enrollment in institute of higher learning or graduate of same
- Excellent interpersonal skills
- Excellent organization skills
- Excellent verbal and written communication skills
- Outstanding ability to think creatively
- Ability to work on projects independently
- Good computer skills with MSWord, Excel, Outlook and PowerPoint
- At least one strong reference

**Application:** See the enclosed application. Internship positions are competitive and not all applicants receive a position.

**Questions?**

Contact Anna Henschel, Community Engagement Liaison for more information

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