

**Academy of Business & Finance**

*~ Internship Posting Form ~*

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| **Company Name:** | **Cradle Beach Camp** |
| **Company Address:** | **8038 Old Lakeshore Rd**  **Angola, NY 14006** |
| **Contact Name:**  (Supervisor’s name who is reviewing applicant paperwork) | **Nancy Grimes, Admin. Dir of Programs and Ops** |
| **Contact Person**  **Phone Number:** | **716-549-6307 ext. 205** |
| **Contact e-mail address** | [**ngrimes@cradlebeach.org**](mailto:ngrimes@cradlebeach.org) |
| **Start Date:** | **Summer 2019** |
| **Job Description**:  *Specific Details of Responsibilities*  *May attach a specific job description* | **Assist in office tasks. Filing, Mailings, Data Input, Phone Skills, Database work, Organizing, Assisting with preparing for events. Assisting with Summer Camp programming and Admissions.** |
| **Recommended Skills:** | **PC Skills – Mircosoft Word, Excel**  **Strong Organizational Skills helpful !** |
| **Posting Deadline Date**: | **May 15, 2019** |
| **Pay Rate:** | **Scholarship** |
| **No. of Positions Available:** | **3** |
| **Additional Comments/Notes or Other Requirements** |  |