



## Intern Position Description

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### General Description of Duties and Responsibilities:

Interns are considered members of the Covenant Harbor staff team. Even though they may be assigned primarily to a specific department, they will receive cross-training in other departments and given responsibilities in various camp departments in order to assist in preparing each intern for future leadership roles at a camp, conference center or in other ministry/service industry positions.

### The Intern's Primary Responsibilities:

- To have a willingness to assist in fulfilling Covenant Harbor's Mission Statement through making the experience of campers and retreat guests special.
- To assist in providing God honoring programs and services as outlined by the department supervisor.
- To report to his/her respective supervisor for work assignments.
- To be flexible and willing to learn new ways of completing a specific job responsibility.

### General Qualifications:

- Demonstrate a living and growing faith in Jesus Christ in life decisions and relationships
- Ability to work with people in a positive, God honoring attitude
- Comfortable speaking to large groups
- Have a valid driver's license
- Have a strong work ethic and attentive to detail

### Education and Training Requirements:

- Ideal candidates will have completed a four year college degree or equivalent.
- Experience setting and running audio visual equipment,
- Experience ropes courses and belaying,
- Basic computer skills and working knowledge of Microsoft Office,
- Basic first aid, CPR and/or life guard certification preferred.
- Previous camp experience

### General Duties & Expectations:

- Interns will pursue and "maintain" a personal relationship with Jesus Christ
- Interns will serve wherever needed regardless of departmental assignment and position description
- Interns will participate in meetings, devotions and programs as scheduled

### Positions Available

Position I – *Primary*: Youth, Children & Family Ministry; *Secondary*: Snake Road Adventure Center

- Supervised by: Director of Youth Ministry
- Dates: December 15 – November 19, 2011

Positions II & III – *Primary*: Snake Road Adventure Center; *Secondary*: Youth Ministry & Maintenance/Grounds

- Supervised by: Snake Road Adventure Center Director
- Dates: January 3 – November 19, 2011

Position IV – *Primary*: Snake Road Adventure Center; *Secondary*: Maintenance/Grounds

- Supervised by: Snake Road Adventure Center Director
- Dates: November 29, 2010 – November 19, 2011(two weeks of unpaid time off in December)

Position V – Primary: Guest Services; Secondary: Snake Road Adventure Center & Maintenance/Grounds

- Supervised by: Guest Services Manager
- Dates: January 3 – November 19, 2011

Position VI – Primary: Guest Services

- Supervised by: Guest Services Manager
- Dates: January 3, 2011 – January 31, 2012

### **Specific Duties**

#### 1) Youth, Children & Family Ministry

- a) Assist in the development, planning and implementation of winter and spring retreats.
- b) Work with Youth Ministry team on summer staff recruitment and hiring; including visiting schools, conducting interviews and corresponding with applicants
- c) Carry out assigned tasks in summer camp preparation including the planning and implementation of staff training.
- d) Serve as needed among summer programs, encourage and support summer staff
- e) Be on call for programmed events

#### 2) Snake Road Adventure Center

- a) Plan and safely facilitate groups through a sequential and graduated process of ropes course activities including icebreakers, problem-solving activities, initiative activities, and low ropes course elements.
- b) Lead a group of elementary or middle-school students through a variety of outdoor education classes including, but not limited to aquatic conservation, mammals, basic survival, tree study, archery, canoeing, fishing, orienteering, night hikes, campfires, etc.
- c) Assist with maple sap collection, leading maple tours and cooking sap to syrup.

#### 3) Guest Services

- a) Supervised by: Guest Services Manager
- b) Provide hosting and on-call coverage for guest groups.
- c) Coordinate guest group needs and the communication necessary with other camp departments.
- d) Meeting room set-up and facility cleaning.

#### 4) Maintenance & Grounds

- a) Assist in the care and maintenance of all camp facilities and grounds including general repair,
- b) Assist with special projects, snow removal, planting and mowing.

#### 5) Other Short-term Assignments

- a) Adult Ministry
  - i) Assist in the implementation and planning of adult programs.
  - ii) Assisting in the promotion and program development of adult programs.
- b) Operation Departments (Administrative/Office, Food Service & Housekeeping)
  - i) Office related tasks when necessary, including answering phones, giving tours, stuffing information packets, helping with bulk mailings, etc.
  - ii) Food service related duties including dining room set-up, clean-up and washing dishes.

### **Working Environment:**

- The duties of this position will take place both indoors and outdoors and will require the individual to work in conditions including cold, snow, rain, heat and travel over hilly terrain.
- Ideal candidates will be able to thrive under pressure in an ever changing environment and maintain a positive attitude while working toward serving individuals and guests well.

### **Physical Requirements of the Position:**

- Interns must be able to lift up and carry up to 60 lbs. and stand for up to three hours at a time.
- Physical stamina to be lifting, carrying and standing for extended periods of time
- Ability to sit and work at a desk for extended periods of time

### **Covenant Harbor Mission Statement**

*Covenant Harbor draws people from their routines into opportunities to enjoy creation, recreation, and relationships so that all will experience God through Jesus Christ.*