

Camp Victory
Job Description

POSITION: Program Operations Intern
RESPONSIBLE TO: Director of Discipleship and Recruiting

QUALIFICATIONS:

1. Has a sincere love for the Lord and shows a consistent walk with God.
2. Is in agreement with Camp Victory's philosophy, policies and Statement of Faith.
3. Is eager to learn, enjoys working with people, and has a desire to see individuals come to know and grow in Christ.
4. Ability to think creatively and communicate verbally and in writing.
5. Ability to relate to and interact with potential summer staff.
6. Self-motivated and outgoing.

GENERAL OVERVIEW:

The Program Operations Internship is a full-time position, 40+ hours per week, assisting the Director of Discipleship and Recruiting in the programming and preparations for summer camp and other programmed events. The intern will assist in staff recruitment and will be involved in the onboarding of summer staff hires. They will assist with retreats and activities that take place weekly and on weekends. This intern position involves daily office tasks and behind-the-scenes work to help camp run smoothly.

RESPONSIBILITIES:

1. Be a witness for Jesus Christ in all words and actions, and share Christ's love with the public, campers, and staff to reflect favorably upon the Lord and Camp Victory.
2. Develop a Christ-like, servant atmosphere in the work area.
3. Participate in personal, spiritual, and professional development.
4. Assist Director of Discipleship and Recruiting in planning, developing, and executing school-year events, including winter youth weekend and others.
5. Assist Director of Discipleship and Recruiting with on and off-site staff and camper recruiting
6. Provide assistance to guests, set up meeting rooms, clean any necessary buildings, help in the kitchen during meals, help run programs such as the challenge course, archery or other program activities as needed.
7. Perform all other duties as assigned by the Camp Directors.

DATES & COMPENSATION:

1. Sunday prior to Labor Day Weekend – Memorial Weekend Monday
 - a. Break November 20th – January 4th
2. Camp Professional training and experience
3. Weekly stipend of \$250.00
4. Room & Board for duration of internship
5. Opportunity to attend Christian Camp & Conference Association Sectional Conference and Program Advances.