

**Camp Victory**  
Job Description

**POSITION: Retreat Hospitality Intern**  
**RESPONSIBLE TO: Retreat Director**

**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 communicate with and relate to pastors and retreat group leaders.
5. Ability to assess the needs of a group and meet them beyond their expectations.
6. Self-motivated, flexible and outgoing.

**GENERAL OVERVIEW:**

The retreat hospitality internship is a full-time position, 40+ hours per week. This person will be assisting the Retreat Director with hosting, marketing, and running activities for groups. The primary function of this internship is to assist the Retreat Director with incoming retreat groups to ensure that those groups' needs are met and to boost the number of overall reservations.

**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 in the preparations for retreat groups.
5. Welcome groups upon their arrival and make an orientation presentation if needed.
6. Work with volunteers in the kitchen and program activities.
7. Anticipate group needs keeping beverage, bathrooms, and facilities functional.
8. Assist the Retreat Director with hosting retreat groups, providing assistance to guests, setting up meeting rooms, cleaning any necessary buildings, helping with AV or sound equipment, helping in the kitchen during meals, setting up campfires, and helping with any activities the group requests.
9. Creatively find ways to increase retreat group numbers and attract new groups.
10. Perform all other duties as assigned by the Retreat Director and Camp Directors.

**DATES & COMPENSATION:**

1. Sunday prior to Labor Day Weekend – Memorial Weekend Monday
  - a. Break November 20<sup>th</sup> – January 4<sup>th</sup>
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