

## Organization

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**Name of Contact:** Relena Lyddon Myers

**Organization:** Birchwood Camp

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## Job Title & Description

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**Title:** Camp Intern

### Description:

#### SERVE AS A CAMP COUNSELOR

While camps are taking place the interns will serve as part of the counseling team. This means you will be living in the cabins with the kids and will be responsible for supervising and leading the campers through their camp experience. There will be at least one other adult counselor responsible for the cabin, along with the intern.

- Welcome the campers with Christian hospitality
- Supervise all aspects of the campers' day including meals, rest hour, and going to bed
- Be aware of health and well-being of your campers and monitor safety and appropriateness of campers' activities. It is your job to enforce camp policies and procedures as necessary
- Guide campers to participate successfully in all aspects of the camp program
- Provide opportunities for discussion of individual or group problems or concerns, helping with conflict resolution if needed
- Help to establish an atmosphere of positive Christian community among the camp family
- Lead cabin devotions and small group times as instructed by dean
- Develop cabin or small group activity plans with participants as appropriate
- Encourage respect for personal property, camp facilities, other campers, and God's creation
- Help campers to realize the camper goals as established by Birchwood Camp, and make their camp experience be memorable and fun
- Set a good example for others by participating enthusiastically in camp programs, sharing in camp chores, showing good sportsmanship, and being on time

#### LEARN AND ASSIST IN ALL AREAS OF CAMP

Interns will receive training in many areas of camp operation, and will have the opportunity to participate in each of these areas during their time at Birchwood. Appropriate camper supervision levels will always be considered when pulling an intern into one of these roles.

- Prepare communications to campers & parents
- Data entry e.g. camper evaluations, contact information, etc
- Make copies, prepare supplies & curriculum material, etc
- Inventory and organize craft supplies and recreational equipment
- Assist in website or web advertising maintenance and/ or design (if desired)
- Assist in the Camp kitchen for meal time, prep time and/ or clean up as needed
- Assist in facilities, grounds additions, upkeep, and maintenance as needed
- Assist with cleaning and housekeeping duties as needed
- Compile camper photos and create slideshows and/ or photo CDs

#### PROVIDE LEADERSHIP FOR PROGRAM ACTIVITIES

Interns will be responsible for a part or parts of the weekly Camp Program depending on their gifts and skills; the Intern will provide leadership and supervision for these activities.

- Plan group activity as assigned (e.g. recreation, arts & crafts, worship). These will be delegated based on your gifts and talents, and you will be in charge of these for all camps
- Set up activity area, train and guide counselors to assist as necessary, and teach and monitor activity and any use of equipment
- Be a problem solver and resource person for counselors and campers, in all areas of camp, as well as in this leadership area.

#### PROVIDE CONSISTENT CAMPER SUPERVISION & PROGRAM SUPPORT

Interns are some of the only consistent program staff throughout the camp season; while other counselors come and go from week to week, interns can provide continuity throughout the season in areas of supervision and support.

- Supervise campers as needed during program staff breaks

- Serve as waterfront lookout for swimming and boating
- Work with the Birchwood Camp staff on pre-camp trainings
- Assist with weekly registration and check out process for all campers and staff
- Lead camper family groups if needed
- Mentor Counselors in Training (CITs) or new counselors as needed

**Essential Functions:**

- Strength and endurance to maintain constant supervision of campers
- Ability to observe camper behavior, assess it's appropriateness, and enforce appropriate safety policies and emergency procedures
- Ability to assist campers in an emergency
- Cognitive and communication abilities to plan and conduct program activities
- Must be willing, able and available to work irregular hours, including weekday, weekend, evening, and overnight/on-call work, as necessary.
- Environmental Factors: Must be able to work in rustic indoor facilities, and work in inclement weather. Must be able to move, walk, and occasionally run over slippery or uneven surfaces. Occasional use of cleaning agents.
- Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stoop, bend, kneel, crouch, talk, hear, stand, walk, sit, and reach with hands and arms. The employee must occasionally lift, push, pull, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**Character Qualities:**

The Camp Intern should have a desire to serve in cooperation with our Camp Philosophy & our mission statement. We use these statements to direct our planning, our programming, and our attitudes towards the campers & guests.

- A love of camping and the outdoors
- Desire and ability to be in ministry with children, youth and adults in camp setting
- Enthusiasm, flexibility, Christ-like attitude, and responsible decision making abilities
- Ability to creatively and prayerfully plan, organize, and carry out programs
- Ability to supervise campers and other staff
- Ability to travel from/to Alaska if not already living in the area or state; transportation is not provided.

**Required Experience:**

- Must be at least 19 years old; 21 and older preferred
- Hold or be currently enrolled in a Bachelors degree in Recreation, Outdoor Leadership, Physical Education, Teaching or related subject
- Current applicable certifications, such as lifeguard or challenge course certifications, are preferred. However, certifications are not required in order to be selected for the position.

**Seasonal/Year-Around:** Seasonal

**Full time or Part Time:** Full Time

**Start Date:** May 27, 2017

**Type of Position:** Salary DOE with base rate weekly stipend of \$225

**Minimum Age:** 19

**College Degree Req'd:** Yes (or enrolled)

**Application Form**

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1. Read this job description thoroughly. We want you to understand what an important and variable job this will be.
2. Complete the [online application](#) on our website. We'll be asking lots of information about you so that we can get to know you better, and we'll also need several references.
3. We'll be interviewing (via phone or Skype if necessary) and selecting our interns as soon as possible.

**Links to this Organization**

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**Website:** [www.birchwoodcamp.org](http://www.birchwoodcamp.org)

