

Chanco on the James

Job Description

Job Title: **Intern (Staff in Training)**
Classification: *Exempt (Seasonal)*
Reports to: Summer Camp Director

Position Purpose:

The Intern staff training program is designed to form a clear delineation between being a camper and transitioning to the responsibilities of a counselor. Interns learn from counselors by observation through time spent with their campsite. Interns also provide logistical support and assist in the delivery of camp-wide activities.

Essential Job Functions:

1. Provide labor to support the logistical operation of the program.
 - ♦ Set up for activities and programs.
 - ♦ Transport equipment, supplies, and perform other errands.
 - ♦ Perform administrative tasks including counting money and sorting mail.
 - ♦ Collect material for marketing and promotion.
 - ♦ Take turns in rotation on the kitchen staff for cleaning/food prep.
2. Assist with the implementation of program activities as assigned.
 - ♦ Actively and enthusiastically participate in all camp activities.
 - ♦ Participate as a member of the camp staff team to deliver evening programs, special events, and other all-camp activities and camp functions.
3. Receive training in leadership and faith formation.
 - ♦ Attend regular sessions with the camp chaplain.
4. Be a role model to campers in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Set a good example to campers in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
 - ♦ Maintain appropriateness in dress, conversation topics, and language at all times.
5. Learn through observation
 - ♦ Study counselor interactions with campers
 - ♦ Develop an understanding of the duties of a campsite counselor in preparation for future employment.

Other Job Duties:

1. All other duties as assigned by the summer camp director or assistant directors.

Relationships:

Counselors-in-training are expected to have regular relationships with campsite counselors and the assistant directors.

Qualifications: (Minimum Education and Experience)

- ♦ Must be at least 16 years of age.
- ♦ Must submit health history record and examination form prior to first day of work.

Knowledge, Skills, and Abilities:

- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Ability to follow directions.

Physical Aspects of the Job:

- ♦ Ability to communicate and work with others.

Some physical requirements of an Intern position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.