

## **Camp Hope of SW Washington Summer Camp Intern**

Location: Camp Hope of SW Washington, 12800 NE Roper Rd. Battle Ground, WA 98604

Job Status: May 20 – Aug 16

Hours Per Week: 30-50

Rate of Pay: \$600/week

### **Our Mission:**

Camp Hope of SW Washington helps youth thrive with outdoor-based learning, adventure, and fun. We are a Christian community service organization motivated by our faith to love and serve our community. We manage a 107-acre youth camp formerly known as Girl Scout Camp Juliana that can sleep 128 in rustic bunkhouses. Our programs this summer include 11-14 days of summer camps, 2-4 community events, and providing hospitality to 12 or more churches and organizations running overnight camps.

### **Position Summary**

We are looking for a Summer Camp Intern(s) to lead summer camps, assist with camp administration, and manage hospitality to the churches and groups that rent the camp. The ideal candidate is a hard worker with experience at summer camp, desires to learn the inner workings of running a camp business and can lead Christian discipleship discussions with youth.

### **Essential Duties and Responsibilities**

1. The Summer Camp Intern(s) will assist the Outdoor Program Director with program administration and leading youth camp, including:
  - a. Serve as a Team and Activity Leader at summer camp:
    - i. Ensure the safety of each camper.
    - ii. Be playful and bring the magic of camp.
    - iii. Lead activities for youth ages 9-17.
    - iv. Engage with campers and provide encouragement and mentoring.
    - v. Provide discipline when needed for the good order of the team.
  - b. Camp Administration
    - vi. Assist with general administrative tasks and planning.
    - vii. Assist with marketing of summer camp on social media.
    - viii. Manage Camper Registration and the Scholarship Program.
    - ix. Assist with website development and on-line events.
  - c. Community Event Coordination, including:
    - x. Planning, coordination, and marketing of fundraising events such as bake sales and car washes.
    - xi. Planning and coordination of camper participation at Battle Ground parade and booth, and Hockinson Fun Days booth.
2. The Summer Camp Intern(s) will also assist with rental reservations, cleaning, and hospitality:
  - a. Assist with facility rentals:
    - xii. Reservation confirmation and scheduling.
    - xiii. Confirm User Agreements, deposits, insurance coverage and final payments.
    - xiv. Managing records and communications with facility renters.
  - b. Provide Hospitality to Camp Renters
    - xv. Inspect facilities before check-out and ensure the facilities are cleaned by renters.
    - xvi. Clean as needed and restock bathroom supplies for all guests.
    - xvii. Manage dumpster and recycling loads and order extra pick-ups as needed.
    - xviii. Inspect lighting, smoke detectors and fire extinguishers.
    - xix. Move tables, chairs, and benches to accommodate guests and camp programs.
    - xx. Assist with maintenance of 15 acres of lawn and 2 miles of trails.

## **Camp Hope of SW Washington Summer Camp Intern**

### **Requirements**

The requirements listed below must be satisfied to be eligible for the position.

1. Must be at least 18 years of age.
2. Must pass a criminal background check.
3. Experience as a Youth Leader in a Christian church, school, or camp.
4. 2 Reference letters from employer or instructors.
5. 1<sup>st</sup> Aid/CPR Certification, or ability to complete within 30 days.
6. Administration skills using Gmail, on-line calendars, google docs/Word, google sheets/Excel.

### **Knowledge, Skills, and Abilities**

1. Values: Must support the camp values of Wonder, Stewardship, Discovery, Teamwork and Service.
2. Leadership: Must be able to clearly communicate directions and create a learning environment.
3. Friendly: Must have a positive welcoming attitude that will contribute to the magic of camp for kids and families.
7. Teachable: Must be curious and want to learn new skills.
8. The following skills are beneficial:
  - a. Food Handler Certification
  - b. Lifeguard Certification
  - c. Outdoor Survival Skills
  - d. Artist

### **Working Conditions and Physical Requirements**

1. Working Conditions: The position will perform duties in an office setting as well as outside in all kinds of weather.
2. Physical Abilities:
  - a. Must have ability to participate in sports activities, hiking, and field games.
  - b. Must be able to walk, hike hills, stand, sit, kneel, and get back to a standing position.
  - c. Must be able to climb a ladder to change a lightbulb or smoke detector and clean a cobweb.
3. Maintain program equipment, assist with setup and breakdown of activity equipment and cleaning of program areas.
4. General housekeeping: Clean bathrooms, cabins. Mop, sweep, take trash out. Clean tables, toys, equipment.
5. The position may have occasional overnight requirements.

### **Benefits:**

1. Summer Housing: This position could rent a full hook-up RV site for a minimal fee.
2. Lunch is provided during day camps.
3. Potential for continuous employment.
4. 2 days off per week.

### **How to Apply:**

Email a resume' and cover letter to [applications@camphope-wa.org](mailto:applications@camphope-wa.org) .