

# Position Descriptions (Rule 109)



## **Ministry: Operations Intern (August-November)**

### **Position Qualifications:**

1. Have completed one year of college or be at least 19 years of age.
2. A dedicated Christian with membership in an LC-MS congregation.
3. Understanding and compliance with Camp Concordia's Mission Statement, Policy Manual, and Statement of Faith.
4. Willingness to serve and perform tasks beyond those assigned.
5. A positive role model, showing love and concern for others.
6. Good stewardship of time, talents and treasures.
7. Spiritual and emotional maturity.
8. Ability to walk for extended periods of time on uneven terrain.
9. Willing to work outdoors in all weather and able to lift and carry at least 50 pounds.
10. Able to work without immediate supervision and organize work to accomplish overall goals.
11. Willing to live on-site (provided) or within 30 minutes of camp, and stay on camp when necessary.

### **Position Purpose:**

In order for Camp Concordia to serve the mission to “provide opportunities for children, youth and their families to encounter Christ in the midst of God’s creation: enriching body and soul and resulting in strong missional skills and actions” in the fall season, camp is seeking an operations intern. This position will serve in a multitude of ways. Some days may involve preparing meals for a group onsite, leading a campfire devotion, or a camp hike; while other days might involve a quiet time of mowing grass, splitting wood, and repairing parts of camp. The overall objective of this role is to ensure each guest, current and future, of Camp Concordia has the best experience possible.

The Operations Intern will learn the “ins & outs” of camp ministry beyond the summer program and behind the scenes. The internship will provide opportunities for personal growth, training in ministry, and leadership development. After this internship the individual will be better prepared for potential future service in outdoors ministry, church, school, or many other settings.

### **Reporting Relationship:**

The Operations Intern will report to the Executive Director.

### **Position Responsibilities:**

1. Participate in the mission of Camp Concordia.
2. Adhere to Camp Concordia’s policies and procedures.
3. Assist the Executive Director with the daily operations of Camp Concordia during the “Retreat Season”.
4. Serve as Host for retreat groups.
5. Assist with general camp maintenance, including cleaning, repairs, light construction, etc.
6. Assist with meal prep for groups and events.
7. Attend weekly staff meetings.
8. Lead campfire devotions when assigned.
9. Provide support for servant groups and volunteers around camp.
10. Complete training and facilitate Team Initiative Program (Challenge Course) low-rope elements and Climbing Tower as scheduled.
11. Provide additional support as needed in the areas of office, kitchen, maintenance, medical, etc.
12. Set an example in speech and conduct for the guests while reflecting the love of Christ in everything.

### **Compensation:**

1. Housing & Utilities provided during employment
2. Meals provided when groups or guests are served at camp.
3. Stipend of \$450/week
4. Camp Shirt