



PROGRAM INTERN JOB DESCRIPTION

Classification: Full-Time Unpaid Internship

Dates: August 2023-August 2024

Reports To: Director of Retreats, Grow, & ELI

Focus: [Grow Day Camps](#) and [ELI](#)

Minimal Qualifications:

- Active Christian faith
- Passion for building Christian community within a camp ministry setting
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- Bachelor's degree or work equivalent
- Ability to:
 - teach, coach, train and supervise others
 - facilitate harmonious relationships and interactions between staff and church partners
 - perform potentially strenuous physical activities (e.g. hiking, lifting gear, etc)
 - give and receive constructive criticism in a loving, Christ-like manner
 - solve problems creatively in fast-paced and at times high-stress environments

Program Intern Responsibilities:

- Alongside the Program Team, assume responsibility for Grow+ELI site operations including but not limited to:
 - camper and staff safety
 - risk management
 - staff coaching
 - church partner recruitment
 - church partner coordination
 - health care & paperwork
 - worship coordination
 - marketing coordination
 - transportation
 - emergency procedures
 - volunteer training/ debriefing
 - coordinate site partner meal and lodging logistics
 - skills verification
 - program development

Experiences/Opportunities of Internship:

- Be a part of one of the top camping teams in the country
- Serve as Grow+ELI Site Director for summer 2024
- Receive training in a combination of the following certifications and/or trainings: archery facilitation, high ropes facilitation, first aid, and driver
- Attend pre-summer 2024 planning retreats for team-building and summer coordination
- Work with NGCRM team to coordinate site-specific logistics (e.g. risk management, transportation details, lodging, scheduling, etc.)
- Participate in spring book study on servant leadership
- Live and work at Glisson Camp and Retreat Center in Dahlonega, GA
- Be an active and supportive member of the NGCRM Team; maintaining an atmosphere of spiritual growth, personal development, and safety for all team members
- Be a part of the off-season preparation for an innovative residential summer camp program
- Become familiar with, develop and ensure adherence to camp policies and procedures
- Be a part of an innovative new Christian camp program
- Access to and interaction with all staff members through scheduled meetings, information sessions and in-service training opportunities to represent Grow Day Camps and ELI through church visitation, public speaking opportunities and attendance at conference meetings related to camp and retreat ministry
- Learn more about retreat hosting guest groups as a part of the Weekend Leader rotation (compensatory time included)

Other responsibilities may be assigned and the above list may be altered as needed.