

Office Manager & Social Communications Internship

Overview

Camp Lake Louise (CLL) is a premier Christian Camp located in beautiful Boyne Falls, Michigan. The Camp's mission and vision is to be a place where people grow, by building relationships and impacting lives in a Christ-centered environment. CLL has created a paid internship program that expands on current students' collegiate curriculum by providing on the job opportunities to lead and learn in a variety of ways. The CLL internship is designed to develop high-caliber, collegiate men and women with a desire to focus on personal, professional and spiritual development.

Purpose

Under the supervision of the Resident Manager, this seasonal hands-on position will participate in the day-to-day operations of the camp office including general office administration, customer support, as well as communicating camp activities to parents and organizational supporters through various social media outlets including the camp's website.

Roles and Responsibilities

- General administrative support: file, organize, process incoming/outgoing mail.
- Maintain accurate electronic and paper records, including data entry.
- Provide outstanding customer service to parents of campers and potential campers.
- Support camp check-in and check-out processes.
- Assist in volunteer management and coordination.
- Photographing and recording daily camp activities.
- Writing blogs, website content, and helping coordinate the monthly e-newsletter.
- Complete other tasks as necessary to the function of camp, including but not limited to: assisting with cleaning cabins, buildings, and light maintenance of camp, as assigned by supervisory staff.
- Deliver an outstanding experience to all campers, parents and guests who visit camp.
- Attend weekly group meetings and Bible studies.
- Be respectful of and get along with your co-workers, volunteer staff, and the campers.
- Be open to feedback and constructive criticism from supervisor.
- Read, know, and abide by the camp rules and policies provided to you and ensure that volunteers and campers adhere as well.
- Be on time for job responsibilities.
- Get adequate rest so that you have energy for work each day.
- Meet weekly with the Resident Manager.

Minimum Requirements

- A growing Christian
- Willingness to work with children and teenagers
- Must be capable of passing required background checks
- Be able to work with others cooperatively and creatively.
- Be in good health and able to participate in strenuous activities.
- Be flexible and willing to support the overall life and ministry that occurs at camp.
- Photography experience with examples of work.

Remuneration/Compensation

- Weekly/Daily Paid Stipend
- Accommodations and utilities provided
- Meals and snacks provided
- Potential Collegiate Credit