

Program Assistant 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

The program assistant plays a key role in helping the camp program run effectively so that the campers have the best week possible. The program assistant will assist the Program Director in setting up and carrying out the planned program for the week by being a resource and staff back up. They will also serve as the liaison between the program staff and resident staff.

Roles and Responsibilities

- Ensure safety of campers at all times.
- Participate in and assist with daily programming activities.
- Attend program staff meetings and serve as a liaison between resident staff and program staff.
- Assist in volunteer management and coordination.
- Work with Program Director to meet any last-minute needs they may have for the program to run effectively.
- Compile and create a resource list of games, activities, crafts and songs that could be used for programming and be available to help lead.
- Be trained and available to help out as a Psalm68Five mentor.
- Demonstrate appropriate physical, verbal, and emotional boundaries with other staff, volunteers, and campers at all times.
- Be a positive role model for campers at all times.
- 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 and the current Program Director.
- Complete all other tasks, necessary to the function of the camp, as assigned by 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.

Remuneration/Compensation

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