

RESIDENT INTERN STAFF

Job Description

- 1) Reports to the Associate Director
- 2) Duties: The Resident Intern Staff are responsible for the daily tasks of Retreat Center operation and for programs sponsored by the camp, including but not limited to the following:
 - A) PERSONNEL(10%)
 1. Work with, mentor and supervise counselors and visiting staff when they are present at the camp for either program or support.
 - B) FOOD SERVICE (30%)
 1. Dishwashing as necessary.
 2. Cooking or assisting in cooking when necessary.
 - C) PROGRAM (20%)
 1. Serving as resident staff in program and support capacities.
 2. Assisting in training of counselors and orientation of visiting staff.
 3. Planning and organization of non-summer programs.
 - a. Winter Camp
 - b. Outdoor Education Programs
 - c. Teambuilding & Ropes Course
 - d. Weekend Family Camps
 - e. Counselor & Volunteer Work Weekends
 4. Working with mid-week Outdoor Education school groups:
 - a. Providing leadership as an exploration group leader
 - b. Working with and helping counselors.
 - c. Serve as a cabin counselor if needed.
 5. Working with one- or multi- day teambuilding groups:
 - a. Providing leadership as a teambuilding group leader
 - b. Assisting with Ropes Course announcements, belaying, leadership and safety.
 6. Serving as host for weekend groups, including greeting groups, introducing the groups to the camps policies and procedures, helping with hosting and in general, being the liaison between the camp and the group(s).
 7. Serving as a lifeguard when needed if qualified.
 8. Other program assistance as requested.
 - D) FACILITIES and MAINTENANCE (40%)
 1. Assisting in or doing minor repairs and maintenance around the camp.
 2. Helping clean buildings, walkways and grounds prior to group's arrival and after departure.
 3. Helping with grounds management tasks, including, but not limited to raking, sweeping, cutting and moving wood, mowing lawns, trimming along trails and campfire area maintenance.
 - E) OTHER
 1. Filling in for or assisting other employees as necessary.

Policies

- 1) Housing, utilities, food and hospital/medical insurance is provided unless the staff is part of program where insurance is a part or requirement of that program.
- 2) The normal work week is 5 days per week.
- 3) Days off shall be coordinated with the other directors so that one of them is responsible for the camp at all times.
- 4) Vacation shall be 1 day earned for each month worked, September through May.
- 5) Interns need to be physically fit and able to hike several miles over rough terrain, carry loads of up to 50 pounds, provide safety for the rigorous ropes course programs, and have at least average eyesight and hearing.