

GREEN BAY BIBLE CAMP

INTERN PROGRAM

JOB SUMMARY

Weekly/ Monthly Responsibilities: Depends on the season we are in.

Fall Season: Guest Group focus, and retreat planning. (Family fall festival retreat) Summer staff follow-up and care. Summer evaluations, start next summer planning. Start planning summer staff reunion. Develop school retreat packages, and promote at schools. Christmas letters/ packages developed. Calendar created. Next summer promotional materials developed.

Winter Season: Summer staff connections and recruiting, youth ministry and school connections. (GB on the road) Cleaning up and organizing all of the spaces. Creative development of theme, merchandise, sourcing materials etc. Support in summer staff hiring and organization. Activate on Advertising and promotions for summer camps. Camping Conference, college tour for recruiting. Review BCCA program accreditation requirements. Assess all equipment, repair or replace as needed.

Spring Season: Preparation for summer staff. Connecting with schools and youth ministries. Lead team summer preparation. BCNAB youth retreat. Create and prepare projects for work weekend. Stage Development. Host guest groups, run activities as needed, help with camp cleaning and dishes as needed.

Summer Season: All things summer camp.

This position involves creating “can’t miss” high-quality camp and guest experiences that are fun, safe, and purely awesome while holding to our mission and values; helping create an environment where all who come experience the love of God in a real way. Passing faith on to the next generation by building and investing in leaders, strengthening families, and growing kids.

1.SUMMER CAMP PROGRAM – Participate in Planning, organizing and running summer camp programs

- Manage, organize, lead, inspire, disciple, and mentor a team of summer staff and volunteers to fulfill the vision and mission of summer camp
- Help create the unique and crazy fun program and schedules for summer camp. Creating and implementing the WOW and ridiculous fun!
- Lead skill / activity / event training of all spring and summer staff
- Participate in coordinating and leading all summer skills, schedules and instructors
- Helping develop and manage assigned budget areas and ensure budgets are reasonably met and monitored. (Ie. Retreat planning, summer event planning etc.)
- Support the recording of systems for program operations, written down and recorded in an operations manuals
- Develop and maintain a cleaning and maintenance schedule for all program and audio/visual facilities, equipment and machinery
- Maintain an active and visible role during all Green Bay sponsored camps, activities and functions
- Participate in program and activity development
- Maintain organized, clean and functional activity equipment
- Help develop and facilitate parts of staff training
- Help with store and merchandise development

2.GUEST GROUPS

- Planning, organizing, recruiting, staffing, creating and running program for our year-round guest groups
- Coordinate and facilitate activities for guest groups
- Create fun and unique shared experience opportunities for our guest groups

3.GREEN BAY RETREAT DEVELOPMENT (In partnership with the Program Director)

- Develop new programs that will extend the camp's effective ministry to Churches / schools / Community Groups etc.
- Develop Summer Staff Retreat
- Family Retreats
- Kids Camp Retreats and Connections
- More to Dream

4.SUMMER AND STAFF RECRUITING - MARKETING AND PROMO

- Youth Ministries and School Connections
- Travelling to Churches, colleges, schools, to connect, build relationships, care for and recruit kids campers, and summer staff to Green Bay Bible Camp
- Creating fun and exciting community connections. Being in the community and inviting the community here with fun and creative events
- Social Media Management

5.OPERATIONS SUPPORT

- Hosting Guest Groups: will be on a rotation to help with the hosting responsibilities during the year-round operation of the camp. This will include some dishwashing and housekeeping responsibilities
- Set up preparation and take down for rentals
- Stuffing envelopes at Christmas time
- Helping where needed. It's hard to list what might come up ... because it is camp

6.OTHER DUTIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR

One of them being ... have so much fun! It's camp! laugh, play, smile.

WORKING RELATIONSHIPS

Practical Ministry Development

- Reports to the Program Director for all camp and programming development (practical ministry skill development and reports to the Discipleship and Leadership Director for the academic and mentoring portion of the program.
- Will work with all year-round staff to ensure programming needs are met. All hands on deck, so where there is a need we serve and support one another.

Academic/ Mentorship Development

- Reports to YWC/ Sid Koop