

Summer Internship

Available Positions

Camper Registrars - Summer Camp (2 positions)

Camper Registrars recruit campers, manage camper applications, communicate with parents, coordinate camper registration, monitor attendance, and maintain the database. They will oversee their joy station group as they inventory all camper supplies at the end of each session and share that data with the Summer Camp Meals Assistant. Those who apply for this position should be highly organized, detail oriented, and self motivated.

Student Registrar - Summer Learning

The Student Registrar will work closely with the Dean of Students to help manage student applications, communicate with parents, monitor attendance, and maintain the database. Those who apply for this position should be highly organized, detail oriented, and self motivated.

Communications Assistant - Summer Camp

The Communications Assistant will work with the Executive Director for Development and Communications to share news from Summer Camp with donors, partners, churches, and other constituents. This person will be responsible for daily social media posts, thank you notes, leading tour groups, and the daily photo slideshow. Those who apply for this position should have excellent writing and communication skills, familiarity with multiple social media platforms, and the ability to follow a communications schedule.

Communications Assistant - Summer Learning

The Communications Assistant will work with the Executive Director for Development and Communications to share news from Summer Learning with donors, partners, churches, and other constituents. This person will be primarily responsible for taking photographs and video of the learning program every day. They will also manage social media accounts, write thank you notes, and contribute to the daily slideshow. Those who apply for this position should have excellent writing and communication skills, familiarity with multiple social media platforms, and the ability to follow a communications schedule.

Staff Registrar - Summer Camp

Staff Registrar will recruit staff; communicate with staff and their parents prior to their session; manage waivers, releases, Safeguarding training, and background checks; maintain the database; coordinate staff check-in; and serve as a point person for staff with questions or concerns throughout the session. He/She will also take inventory of all staff supplies at the end of the summer and share that data with the Summer Camp Meals Assistant. Those who apply for this position should have strong leadership skills, an eye for detail, and be self motivated.

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Meals Assistant - Summer Camp

The Meals Assistant will work with the Meals Coordinator to prepare and serve breakfast, lunch, and snack to campers and staff, and will act as a liaison between the Summer Camp staff and volunteers who bring meals. He/She will be responsible for planning and coordinating Parent Night at the end of each session. He/She will order program supplies prior to the start of Summer Camp in coordination with Co-Coordinators. He/She will also be in charge of collecting inventory from every facet of Summer Camp at the end of the summer as well as facilitating "pack up day" at the end of Session 3. Those who apply for this position should be hospitable, detail and schedule oriented, and enjoy cooking.

Meals Assistant - Summer Learning

The Meals Assistant will work with the Meals Coordinator to prepare and serve breakfast, lunch, and snack to students and staff, and will act as a liaison between the Summer Learning staff and volunteers who bring meals. For weeks when the Summer Camp is not in session, they will work with the Meals Coordinator to provide Summer Learning meals. He/She will be responsible for planning and implementing meals for Parent Night on Tuesday of each program week. He/She will order supplies prior to the start of Summer Learning in coordination with other interns, the Dean of Students, and the Summer Learning Coordinator. He/She will also be in charge of collecting inventory from every facet of Summer Learning at the end of the summer as well as facilitating "pack up day" at the end of Week 4. Those who apply for this position should be hospitable, detail and schedule oriented, and enjoy cooking.

Co-Coordinators - Summer Camp (6 positions)

In pairs of two, Co-Coordinators lead one of the three camps within the Summer Camp, either Lower, Middler, or Upper Camp. They are responsible for communicating with their camp's coordinators prior to and during the session, ensuring that they have all supplies and instructions; managing the camp's high school staff during the camp day; and overseeing their campers' safety and well-being. Those who apply for this position should be willing able to work with staff and campers of all ages, lead meetings, and make quick decisions. Co-Coordinators must possess strong leadership skills, great enthusiasm, and an attention to detail.