



Sugar Creek Bible Camp

13141 Sugar Creek Bible Camp Rd. Ferryville, WI 608-734-3113 www.SugarCreekBibleCamp.org

POSITION: Program Management Intern **EMPLOYMENT:** Full-time (Internship)

SUMMARY

This management internship provides you with experience designing and leading top-quality Christian camp programs and retreat ministries to assist in the efforts of the La Crosse Area and South Central Synods of Wisconsin (ELCA) and of the wider Church. A primary responsibility will be providing hospitality for deeply meaningful retreat experiences for a wide variety of guests to develop the hosting skills needed for excellent program management. The Intern will assist in creatively planning adult and youth ministry programs with the oversight of the Program Director. This approximately 1-year internship will also build skills for public relations, including publicity/marketing, to invite greater participation, financial support, volunteerism, and ultimately, faith in Jesus Christ.

RESPONSIBILITIES, EXPERIENCES

Programs

- Serve as primary retreat host in offering hospitality for guest communities
- Serve with the Sugar Creek staff to plan, promote, and lead programs year-round
- Supervise the year-round coordination of the Day Camp (VBS) Program
- Facilitate program retreats for all ages, using professional communications with guests, Sugar Creek staff, campers, and leaders
- Assist with curriculum development and summer staff recruitment
- Be available to churches and visitors as a resource person. Lead parts of worship, team building, music, nature talks, campfires and other program activities
- Assist with occasional special events
- Explore and imagine new programs to equip and serve the people of God...
- All other responsibilities as assigned

Administration / Nonprofit Management

- Assist the Program Director in training and supervising the summer camp staff
- Share input into the visioning the future of ministry at Sugar Creek
- Maintain a Sugar Creek presence at synod youth events
- Promote heightened hospitality
- Assist with employment-related mailing and communications for the summer staff
- Be a leader in maintaining key aspects of the camp's ACA accreditation

Marketing

- Assist in producing quality marketing materials to promote Sugar Creek programs
- Welcome volunteers and help coordinate assembly of bulk mailings to reach the whole Sugar Creek community
- Offer ideas for our website and presence on social media

Development

- Help build awareness of the power of camping ministry, strengthening the camp's reputation with churches, potential donors, and communities
- Assist with fundraising events
- Use feedback from guests to seek "continuous improvement" in our hospitality
- Participate in occasional congregational promotional visits
- Attend social network events with fellow Youth and Family Ministry colleagues

QUALIFICATIONS

- Commitment to the Christian faith and to the ministry of the Church
- Personal commitment to Jesus Christ
- Bachelor's degree preferred; preference is given for candidates with experience in Christian retreat ministries including summer camp programs
- Excellent oral and written communication skills
- Basic knowledge of and appreciation for Lutheran theology
- Computer skills including Microsoft Office applications
- Ability to assist in design and distribution of print marketing and social media
- Willingness to live onsite at Sugar Creek (housing is provided)
- Strong awareness of and commitment to healthy team dynamics
- Able to safely lift 50 lbs. frequently, climb stairs regularly, reach and work overhead, be comfortable on stepstools and ladders, and work outside for extended periods.
- Willingness to work flexible hours. Must have a valid driver's license.

COMPENSATION

Housing on a beautiful 660-acre site, utilities paid, professional conferences, occasional meals, and special trainings offered. In addition, the Internship does include a stipend ranging from \$12-15,600 per year depending on applicant qualifications.

TO APPLY

To apply, submit a Cover Letter and your résumé by email or by mail. Contact Kjell Bakken, Program Director, at program@sgrcreek.org or call 608-734-3113.

Thank you! God's blessings to you as you discern a call to this meaningful vocation, to explore an important career of outdoor ministry leadership.