**SUGAR CREEK BIBLE CAMP**

**13141 SUGAR CREEK BIBLE CAMP ROAD**

**FERRYVILLE, WI 54628**

**PROGRAM INTERN OVERVIEW**

The Program Intern shall be able to effectively communicate the Gospel within the context of

Lutheran Theology, and be committed to Sugar Creek Bible Camp's philosophy and program within the church. This will include working within a team to implement effective programming with our member Lutheran congregations as well as our ecumenical partners. This is a minimum one year commitment which will include a weekly stipend, as well as on-site housing and food. This position will help the Intern grow in their faith, develop valuable camp management skills, experience year-around outdoor ministry including retreat ministry hosting, and serve as a summer Assistant Program Director. This year will help the Program intern to discern if a ministry in outdoor ministries is their calling.

**RESPONSIBLE TO:**

The Program Director and Retreat Director of Sugar Creek Bible Camp. The Executive Director has final authority and all staff are finally accountable to the Executive Director for all facets of the mission and operation of Sugar Creek Bible Camp. Within this accountability, the Program Intern shall receive the delegated authority and responsibility to carry out the tasks described below.

**QUALIFICATIONS**

1. Active faith and relationship with Jesus Christ, open to the work of the Holy Spirit, calling and commitment to Christian camping as a vocation, and a desire and ability to share the Gospel of Jesus Christ with campers, retreat attendees, and outreach ministries of Sugar Creek Bible Camp.
2. 21 years old preferred, but will consider someone younger depending on experience.
3. High energy level with an ability to generate excitement in youth and adults.
4. High School graduate or equivalent experience.
5. Experience on camp staff, summer and/or full-time.
6. Exceptional organizational skills with attention to detail.
7. Ability and understanding of extending unsurpassed hospitality.
8. Program planning and leadership skills including effective supervision of retreat & summer staff.
9. Effective computer skills, including website management and using social media as a tool.
10. Ability to solve problems, remain flexible, and adapt to any situation, often on short notice.
11. Commitment to risk management policies and procedures (familiarity with ACA standards preferred).
12. Musical skills (e.g., singing and guitar) preferred.
13. Valid drivers license.
14. Willingness to live in camp provided housing.
15. Willingness to serve at whatever needs to be done, often with long hours.

**FUNCTIONS AND RESPONSIBILITIES**

1. **Retreat Season:**

 a. In coordination with the Program Director and Retreat Director, help assist in all retreat

 programming and other events.

 b. Serve as a retreat host.

 c. Assist in promoting retreats through written material and visits.

 d. Assist in planning, recruiting, and training occasional staff for retreat programs.

 e. Serve as a resource for congregations, youth directors, and pastors, as requested.

 f. Prepare all buildings and meeting rooms, lodging, and other designated rooms ahead of

 retreats to include cleaning, setting up required tables, etc, and then clean-up, after retreats

 are concluded to be ready for the next retreats.

g. Assist the Food Service Director in preparing, clean-up, and transporting meals and other

 food items for retreat guests.

1. **Summer:**

a. Work with Executive Director and Program Director to implement summer programs.

b. Serve as an Assistant Program Director.

c. Assist in staff training in consultation with the Executive Director and Program Director.

d. Assist in supervising summer staff, including timely evaluations during and at the end of

 summer program.

f. Hospitality to include welcoming and involving pastors, advisors, and youth directors in

 programs.

g. Be available and "on-call" 24/7 throughout the summer program.

3. **General:**

 a. Work with the Executive Director and Program Director to develop and promote new

 programs and retreats including special needs, age specific and intergenerational programs.

b. Christ-centered programming is the focus of our ministry at Sugar Creek Bible Camp.

 Programming will include as a minimum, worships, devotionals, bible studies, campfires and

 other activities.

 c. Retreats happen all year. Hosting of retreats including all hospitality needs, programming,

 serving meals and clean-up.

 d. Administrative requirements will also include keeping track of summer staff, program files,

 and assisting in coordinating ACA policies and requirements.

 e. Assist the Executive Director and Program Director to produce the camp newsletter

 (Currents).

 f. Assist in producing brochures and communication documents.

 g. Assist in developing marketing plans and actively promote all Sugar Creek Bible Camp

 programs.

 h. Attend conferences, synod, and other special events, as requested.

 i. Communicate with and visit member and supporting congregations.

 j. Attend board meetings as requested.

 k. Attend outdoor ministry conferences, gatherings, and other continuing educational

 opportunities as directed by the Executive Director.

 l. Assist with the operation of the canteen.

4. **Other duties as assigned.**

 a. While this is a list of responsibilities, this position requires the ability and heart to do

 "whatever is needed" for the benefit of the ministry of Sugar Creek Bible Camp to the glory of

 Jesus Christ our Savior and Lord. This may include anything from carrying mattresses, to

 restocking firewood, to running the dishwasher in the kitchen, to attending information

 nights in a church, to chasing down horses in the pasture. Different seasons require a

 different intensity of effort, so the Retreat Director must remain flexible.

 5. The Program Intern’s performance to be evaluated annually. Criminal background checks to be performed bi-annually. The Program Intern will have 1 day off weekly and other time as available.