



Luther Park Bible Camp

Internship Position Description

Luther Park Bible Camp is seeking two-three Interns to serve at camp, assisting with all aspects of camp life, as well as providing outreach to local congregations. Room and board is provided, as well as a monthly living stipend.

Intern Requirements

- Must be at least 18 years of age. Preference given to applicants at least 2 years out of high school.
- Able to learn a variety of tasks and serve as a Christian role model.
- Experience in ministry (outdoor ministry is preferable)
- Able to make serving Luther Park Bible Camp your top priority.
- Willingness to serve, be flexible and work varying hours
- Ability to work with people
- Desire to stretch and challenge yourself

Areas of Leadership At Camp (80% of Time)

Programming:

- Plan, lead, and evaluate LPBC retreat programming.
- Be available to lead guest group activities.
- Serve as counselor, kitchen assistant, or program leader for LPBC programmed retreats.
- Work with the Camp Directors and organize all aspects of one camp retreat or event, including registration materials, communication, staff assignments, activity preparation, scheduling, leadership of retreat/event, and evaluation.
- Assist with evaluation of programs and provide ideas for improvement.
- Develop at least one program idea that can be implemented in the future.

Hospitality:

- Assist in with food service, preparing snacks, meals, dishes, and completing clean up tasks.
- Assist with preparation of the facility for user groups as requested; including cleaning and set up of retreat lodges and facilities.
- Host user groups as requested

Communication/Administration:

- Attend regular staff meetings. Provide leadership of devotions or meeting discussion as requested.
- Create, edit, and publish monthly e-newsletters.
- Create, edit, and publish marketing materials as needed.
- Represent the camp at public events as requested
- Answer phones / email from the public as requested.
- Lead or assist with mailing information to camp supporters.
- Contribute to camp Facebook updates, email notices, or video creation as requested.
- Become familiar with record keeping systems in the camp office.
- Assist with fundraising projects as needed.
- Assist the office manager with various tasks, as requested.

Maintenance:

- Assist the Property Manager with facility maintenance and improvement tasks as requested.
- Assist with volunteers on work weekends and with work groups in for a day.

Personal Development:

- Identify personal and professional goals for growth during first two weeks of Internship. Participate in periodic evaluations.
- Choose one book, website, blog, articles, magazine, podcast series, music collection, etc. to study each month, and prepare to discuss how this has impacted your faith. Material will be assigned for the first month, chosen by Interns in following months.
- Participate in weekly staff meetings when available.
- Participate in evaluation of the internship process, and identify goals for applying what was learned at camp to the next stage of the Interns life.
- Practice individual daily devotions and prayer.
- Attend one professional development event, if available, as approved by the Camp.
- Participate in visits to area camps to observe and learn

Areas of Leadership in local congregations (20% of time)

- Strengthen the connection between congregations and Luther Park Bible Camp
- Strengthen youth and family ministry in the Northwest Synod of Wisconsin by being a resource to local congregations
- Assist in leading a camp style Sunday morning or Wednesday Evening worship service in congregations
- Prepare engaging programming for youth and families of all ages ranging from short evening activities to lock-ins.
- Represent Luther Park in the community
- Participate in a local congregation on Sundays when not involved at camp or on a visit.

Luther Park will Provide:

- Supportive team-based work environment
- Christ- centered community living
- We promise you'll laugh at least once a day
- Monthly stipend living allowance
- Room and some Board (housing will be in the Farm House if available) Meals are provided when groups are using food service and some food will be provided for in-between times. Other meals will be the responsibility of Intern. A kitchen is always available.
- Professional development opportunities (as available)
- 3-5 visits to other camps for a tour and chance to meet other Directors, (Program, Site, Exec.)
- An unforgettable experience and life skills that will go with you wherever you go.

If you are interested in applying for the Internship Program at Luther Park Bible Camp please visit www.lutherpark.org/employment to fill out an online application. Contact Jacquie Scoates, Program Director with any questions Jacquie@lutherpark.org