

Jameson Camp Summer Program Internship Job Description

This internship will provide a mix of opportunities for learning about the applied and administrative aspects of summer camp programming. Jameson's Summer Camp programs span the dates of May 24th – August 6th. This internship could potentially begin before May 24th and end after August 6th.

Number of positions available: 2

Applied Program Responsibilities:

Goal: Assist and strengthen the Summer Camp program by working with the Program Director, Community Liaison, and Assistant Camp Administrator.

Specific tasks to include:

- Assisting with check-in and check-out procedures on opening and closing days of camp sessions. This may include interacting with families and campers as they check in; processing camp paperwork; and completing health screens on campers. Opening and closing days are typically Sundays and Fridays, respectively.
- Administering Jameson's recycling program. This may include ensuring that proper recycling procedures are being followed in all areas of the program; promoting the value of recycling to Summer Camp participants; monitoring recycled materials and receptacles; and making sure that recyclables are reused or taken to proper recycling facilities.
- Serving as camp historian. This would include interacting with campers and staff to record photos and videos of camp activities and camper/staff interactions.

Administrative Program Responsibilities:

Goal: Assist the Community Liaison and Assistant Camp Administrator in tasks related to the backend operations of the Summer Camp program.

Specific Tasks to include:

- Assisting the Community Liaison on summer registration duties. These are to include data entry into the Summer Camp database, taking phone calls, and sending out mailings to interested families.
- Assisting the Assistant Camp Administrator in entering surveyed outcome data into a Microsoft Excel database.
- Assisting the Development Director and Program Director in the collection of engaging camper stories. This may include completing surveys of staff & campers and making observations of staff and campers. Insightful and relevant stories would be used to promote the value of the Summer Camp program and its impact on participants.

Organization Description: Jameson Camp is a year round youth development center and retreat center located on the far Westside of Indianapolis. The organization provides summer camp and follow up year round activities for children. As a retreat center, Jameson offers weekday and overnight accommodations and guest services for groups looking for a beautiful, convenient location for a range of events including: weddings, company retreats, family reunions and award banquets.

Duration and Hours: Flexible hours not to exceed 15 hours. Some evenings and weekends required.

Supervision: The intern would report to the Program Director and Community Liaison.

Qualifications: Prefer candidates majoring in education, social work, psychology, recreation and/or nonprofit management. Interns will need to have excellent verbal and written communication skills and a strong work ethic. Strong interpersonal skills and ability to work as part of a team and take instruction is a must. Able to work well with youth and parents. Self initiative and problem solving skills important. Must be able to pass a criminal background check.

Application Process: Qualified candidates should submit their resumes with a cover letter that identifies their qualifications, related experience and reasons for wanting the position. Please submit resumes by mail or e-mail. Please no phone call inquiries.

Contact information:

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