

## **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 24<sup>th</sup> – August 6<sup>th</sup>. This internship could potentially begin before May 24<sup>th</sup> and end after August 6<sup>th</sup>.*

***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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