

JOB DESCRIPTION

Glisson Intern

Classification: Full time, year round for one full year

Reports to: Program Director

Suggested Minimal Qualifications:

- Previous summer camp employment experience
- Completion of four year college degree program
- Active Christian faith

Purpose:

- To gain a comprehensive knowledge of all aspects of a successful year-round camp and retreat ministry through exposure to the demands and processes of all parts of camp.
- To provide experiences, relationships, resources, and skills that will not only further develop an intern as an individual and prepare them for a career in a Christian workplace, but also aid in their discernment of a call to ministry.

Goals and Responsibilities:

- Be a contributing member of year round staff and program team
- Work in a cooperative and supportive manner with Glisson year round staff to accomplish and advance the goals and mission of both Glisson and the North GA Conference of the United Methodist church
- Be familiar with and assist with all operations of camp in some capacity throughout the year (retreats, summer programs, finance, administration, PR, maintenance, housekeeping, etc.)
- Live in on-site housing
- Work towards achieving the necessary skills and training to be a Level 4 Challenge Course coordinator, as determined by Glisson policy
- Assist in the hiring process for summer staff
- Aid in planning, coordinating, and facilitating training for summer staff
- Participate in regular staff meetings, Program Team meetings, trainings, retreats, outreach, and other events as necessary
- Attend any training and/or certification programs that may be needed or required
- Coordinate and assist in implementation of changes/updates to the website
- Attend at least one Glisson Board meeting
- Schedule staff for retreats
- Perform tasks and complete assignments as given by year-round staff members
- Serve in weekend duty rotation during retreat season
- Be flexible and assist in other duties as needed