

Year Round Leadership Intern

Camp Stevens has open intern positions for our residential camp, retreat center, and outdoor education program. This is an opportunity for an energetic, creative, responsible, and self-motivated individual who enjoys working with people in a natural setting, while learning and growing at a professional community-based and environmentally-conscious camp.

The work will include:

1. **Leading Youth and Adult Group** in Environmental Education and Teambuilding programs. This will often include overnight cabin counseling.
2. **Acting as a liaison and host to weekend retreat groups.** This includes management of the dining and sleeping facilities as well as communication and orientation for each retreat group and their leaders.
3. **Working to maintain the facilities and grounds of the camp** with maintenance work and regular tasks such as forestry, dishwashing, cleaning buildings, garden work, etc.
4. **Participating in a working and living community.** This will include regular community feedback sessions, meetings, and social gatherings.

The ten-month position runs from mid-August to early June and offers the opportunity to extend into a two-year contract. Benefits include paid health, dental, and vision insurance; paid vacation; and a monthly stipend. Meals and on-site housing are provided and are a requirement of the position. Staff works an average of five days per week. A detailed job description is available on the page that follows.

Camp Stevens is located in beautiful Julian, California, in the mountains of San Diego county; the non-profit organization is owned by the Episcopal Dioceses of Los Angeles and serves both the Dioceses of Los Angeles and San Diego. The Episcopal Church is an equal opportunity employer, openly welcoming all people regardless of ability, age, faith, nationality, race, gender, and sexual orientation.

Camp Stevens inspires, challenges, and empowers personal, social, and environmental transformation. Rooted in the Episcopal Church and the natural world, our core values are openness, gratitude, connection, and wonder. Read more about our programs and mission at www.campstevens.org.

If interested in this position, please send a cover letter and resume to:

Trevor Graham – Wilcox, Associate Director
Mail: P.O. Box 2320, Julian, CA 92036
Email: trevor@campstevens.org
Fax: 760-765-0153

Year Round Leadership Intern | Resident Intern Staff

1. **Reports to the Associate Director**

2. **Duties:** The resident intern staff are responsible for the daily tasks of Retreat Center operation and for programs sponsored by the camp, including but not limited to:

A. PERSONNEL (10%)

- 1) Work with, mentor, and supervise counselors and visiting staff when they are present at the camp for either program or support.

B. FOOD SERVICE (30%)

- 1) Dishwashing as necessary.
- 2) Cooking or assisting in cooking when necessary.

C. PROGRAM (20 %)

- 1) Serving as resident staff in program and support capacities.
- 2) Assisting in training of counselors and the orientation of visiting staff.
- 3) Planning and organizing non-summer programs, including Outdoor Education Programs, Teambuilding and Ropes Course, Weekend Family Camp, and Counselor and Volunteer Work Weekends
- 4) Working with mid-week Outdoor Education school groups:
 - a. Providing leadership as an exploration group leader
 - b. Working with and helping counselors
 - c. Serving as a cabin counselor if needed
- 5) Working with one-day and multi-day teambuilding groups:
 - a. Providing leadership as a teambuilding group leader
 - b. Assisting with ropes course instruction, belaying, leadership, and safety
- 6) Serving as host for weekend groups, including greeting groups, introducing groups to the camp policies and procedures, helping with hosting at meals, and in general being the liaison between the camp and the group(s)
- 7) Serving as a lifeguard when needed (if qualified)
- 8) Other program assistance as requested

D. FACILITIES and MAINTENANCE (40%)

- 1) Assisting in or doing minor repairs and maintenance around camp
- 2) Helping clean buildings, walkways, and grounds before and after each group
- 3) Helping with grounds management tasks - including but not limited to raking, sweeping, cutting and moving wood, mowing lawns, trimming along trails, and campfire area maintenance

E. OTHER

- 1) Filling in for or assisting other employees as necessary

3. **Policies:**

A. Housing, utilities, and food is provided

B. Hospital/medical insurance is provided unless the staff is part of another program where insurance is part of or requirement of that program

C. The normal work week is five days per week

D. Days off shall be coordinated with the other resident intern staff to ensure someone is available at camps at all times

E. Vacation shall be earned at one day for each month worked, September through May

F. Interns need to be physically fit and able to hike several miles over rough terrain, carry loads of up to 50 pounds, provide safety for the rigorous ropes course program, and have at least average eyesight and hearing