



Year-Round Camp Leadership Intern

Camp Stevens has open positions for residential camp and retreat center interns. This is an opportunity for an energetic, creative, responsible, and self-motivated person who enjoys working with people in a natural setting to learn and grow at a professional, community-based and environmentally-conscious camp.

The candidate's work will include the following:

- 1) **Leading youth and adult groups** in Environmental Education and Teambuilding programs. This will often include overnight cabin counseling.
- 2) **Acting as 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.

These ten-month positions run from mid-August (For 2015: August 16) to early June, and offer the opportunity to extend into a two-year contract. Benefits include Health/Dental/Vision insurance, paid vacation and monthly stipend. Meals and on-site housing are provided and are a requirement of the position. Staff works an average of 5 days per week.

Camp Stevens is located in Julian, California, in the mountains of San Diego County, is owned by the Episcopal Diocese of Los Angeles and serves both the Diocese of Los Angeles and San Diego.

A detailed job description is available below. Read about our programs and mission at www.campstevens.org.

Interested candidates should email cover letter and resume to Trevor Graham-Wilcox, Associate Director, at trevor@campstevens.org.

The Episcopal Church is an equal opportunity employer, openly welcoming all people regardless of ability, age, faith, nationality, race, gender and sexual orientation.

Year-Round Camp Leadership Internship Description

- 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 the following:
 - 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 orientation of visiting staff.
 - 3. Planning and organization of non-summer programs
 - a. Outdoor Education Programs
 - b. Teambuilding & Ropes Course
 - c. Weekend Family Camps
 - d. Counselor & 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. Serve as a cabin counselor if needed.
 - 5. Working with one- or multi- day teambuilding groups:
 - a. Providing leadership as a teambuilding group leader
 - b. Assisting with Ropes Course instructions, belaying, leadership and safety.
 - 6. Serving as host for weekend groups, including greeting groups, introducing the groups to the camps policies and procedures, helping with hosting 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 the camp
 - 2. Helping clean buildings, walkways and grounds before/after group's arrival
 - 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.

Year-Round Camp Leadership Internship Policies

- 1) Housing, utilities, food and hospital/medical insurance is provided unless the staff is part of program where insurance is a part or requirement of that program.
- 2) The normal work week is 5 days per week.
- 3) Days off shall be coordinated with the other directors so that one of them is responsible for the camp at all times.
- 4) Vacation shall be 1 day earned for each month worked, September through May.
- 5) 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 programs, and have at least average eyesight and hearing.

The Mission of Camp Stevens

Camp Stevens **inspires, challenges, and empowers personal, social, and environmental transformation.** Rooted in the Episcopal Church and our natural world, Camp Stevens's core values are ***openness, gratitude, connection, and wonder.***