

OFFICE INTERN

- **Where:** Life Teen Camp Covecrest (Tiger, GA), Life Teen Camp Hidden Lake (Dahlonega, GA), Life Teen Camp Golden State (Julian, CA), Life Teen Camp Wild Sky (Burnett, TX), Life Teen Camp Restore (Abbeville, LA & Kansas City, MO)
- **Who:** One individual at each camp will work with our office staff to assist in preparing for and welcoming guests. The Office Intern is part of Service Crew, which is the crew of people who serve behind the scenes in a variety of roles all summer long to help ensure the camp creates an environment that facilitates a relationship with Christ.
- **Community / Housing:** As a part of Service Crew, the Office Intern will attend all possible formation sessions and will report to the Guest Relations Coordinator for tasks and responsibilities. The Office Intern will also be housed with other Service Crew members of the same gender.
- **Key Responsibilities:** The primary role of the Office Intern is to help with the behind-the-scenes organization of camp, including corresponding with parishes and collecting needed information prior to their arrival at camp. The Office Intern assists with preparing and maintaining data in order to organize and complete the necessary logistical tasks to ensure camp runs smoothly. Additionally, the Office Intern, like all Summer Missionaries, will be responsible for assisting in fundraising efforts for Life Teen to further the mission of leading teens closer to Christ. The main tasks for the Office Intern each week include:
 - Hospitably welcoming all guests and visitors at camp;
 - Organizing and maintaining the collection of parish paperwork:
 - Ensuring correct paperwork is received for every camper, chaperone, nurse, sister, and priest coming to camp;
 - Contacting parishes and following up on any missing paperwork;
 - Recording parish information and camper / chaperone numbers to report to Guest Relations;
 - Checking in parishes when they arrive and collecting any outstanding paperwork or payments;
 - Submitting weekly allergy list to the kitchen staff;
 - Working on weekly camp rosters, making housing lists, and preparing the Emergency Plan Binder and nurse's iPad each week;
 - Reporting final weekly camp numbers to designated Life Teen staff;

- Assisting in organizing camper t-shirts for parishes and maintaining the inventory of shirts;
 - Ensuring that campers' parents receive the blog link/information about camp via email each Tuesday morning;
 - Organizing paperwork for away day and sending off groups as necessary at each camp;
 - Ensuring timely email responses to parish communications, and answering the camp phone throughout the day;
 - Assisting with airport runs and other errands, as well as completing other miscellaneous tasks to support Guest Relations.
- **Success Factors:** The Office Intern will be extremely organized and attentive to detail. A successful Office Intern will be proficient in working in Microsoft Office Suite, particularly Excel. This role requires the ability to remain proactive, planning for the week ahead, while continuing to serve the needs of those present at camp. This person will be prayerful, mission-minded, and obedient and will have excellent time-management skills and a strong ability to take initiative. A successful Office Intern will be motivated to serve humbly however needed and will serve with joy while working behind-the-scenes in the camp office.
 - **Physical Demands:** This role requires long periods of computer and phone use in a camp office setting. The role also requires extensive daily movement around camp property.