

## Administrative Intern

### Full Job Description

**Position Type:** Full-time, seasonal

- Mid-May to Mid-Aug, 2022

**Supervision:** Programs Coordinator and Guest Services Manager

**Summary:** Camp Blessing Texas is a Christian camp seeking an extraordinary multi-tasker with excellent communication skills and an upbeat attitude to minister to and serve our Campers with special needs. This is a full-time, seasonal position that will begin in Mid-May and end in Mid-August. As the administrative intern, candidates should be able to assist management and all guests by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and being an overall helpful and positive presence in the workplace. Candidates will serve as the initial point of contact for Staff, Volunteers, and Campers that will arrive in subsequent weeks of camp. Additionally, candidates will organize files, engage in event planning, meeting setup, and implementation, create correspondences, prepare reports and documents, manage calendars, prepare invoices, and offer general Staff support. Being prepared and responsive, willing to meet each challenge directly, being comfortable with computers, general office tasks, and excel at both verbal and written communication are also required for this position. Most importantly, Administrative Interns should have a genuine desire to meet the needs of others.

### **Job Duties:**

- Complete administrative tasks to prepare for the upcoming week of camp
- Maintain polite and professional communication via phone, e-mail, and mail
- Making calls to the volunteers, Staff, and Campers on waitlists
- Editing schedules based on attendance of Staff/Campers
- Printing off needed forms for each day at camp
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence
- Create and maintain filing systems, both electronic and physical

- Manage accounts and perform bookkeeping for Campers and Volunteers
- Greet and assist visitors in office
- Anticipate the needs of others in order to ensure their seamless and positive experience
- General office and reception duties

**Qualifications:**

- Currently and actively pursuing a relationship with Jesus Christ
- Enthusiastically supportive of Camp Blessing's mission and values, willing and able to live them out, and communicate them effectively to others
- Currently enrolled in or recent graduate from college
- GPA above 3.0
- Prior work or volunteer experience in administration, camps, marketing, communications, and/or related field is a plus
- Experience working with or ability to learn Google Drive, Ultra Camp, and Apple computers is preferred

**Required Skills:**

- Organization
- Time management
- Flexibility
- Problem solving
- Excellent communication (Written and Verbal)
- Team collaboration
- Proficient in general computer skills
- Self-motivated and independent worker
- Ability to prioritize tasks, as well as multi-task
- Ability to simultaneously work on multiple projects

**Learning Objectives/goals:** will be made in collaboration with student and academic supervisor.

**Pay and Benefits:**

- Compensation commensurate with qualifications and experience
- Free room and board while working

- Educational and experiential advancements in administrative and non-profit management
- skills
- Creating professional networking with college students across the country

All successful candidates must be able to pass a background check and will be required to complete a staff training and orientation program.

**If you are interested in this position, please follow these next steps to apply:**

First, create an account if you do not currently have one.

**Steps to creating an account:**

- Go to [www.campblessing.org](http://www.campblessing.org)
- Click - "Get Involved"
- Click - "Apply Now"
- Click - Create an Account
- Follow the directions to fill out all the important information for the primary contact - **make sure you enter your birthdate**

**Application:**

- Log into your account
- Click "register" next to your name
- Select "Summer Staff Applications 2022" and click "register" at the top of your screen
- Fill out all the applicable forms
- Click - check out my cart
- Check out your cart