



Program Intern

Position Summary

The Program Intern will have a 12-month internship learning church ministry, youth programming, and other offerings of Lutheran Lakeside's year-round camp/retreat ministry. They will work alongside the Camp Director, Program Manager, and Day Camp Manager, making sure Lakeside is able to provide ministry and youth programming on-site and to surrounding churches.

Requirements

- Some college preferred
- Camp Experience
- Belay Certified
- CPR Certified
- Effective Communicator
- Valid Driver's License
- Self Starter
- Able to multitask
- Provide a safe and welcoming environment
- Organized

Responsibilities

Program

- Assist with Sprouts and Camp Care Programs.
- Plan and implement No-School-Day Camps.
- Maintain relationships with churches and their youth.
- Assist with all programmed events at Lakeside, churches, and events.
- Develop and implement comprehensive youth ministry programs for partner congregations as needed.
- Assist and facilitate traveling ministries as needed.
- Lead camp and contemporary-style worship as needed.
- Develop new and innovative programs to targeted audiences.
- Lead Traveling Day Camp programs during the summer.



Hospitality

- Demonstrate radical hospitality to all guests/campers that come on site.
- Assist with housekeeping needs.
- Facilitate staffed activities for guest groups.
- Maintain positive relations with guest groups/outside vendors.
- Give tours to prospective guests.
- Assist with kitchen/meals as needed.
- Host guest groups.

Office

- Answer phone calls when needed.
- Assist with mailings as needed.
- Assist with social media, marketing, and outreach.

Publicity

- Represent LLC at congregations, schools, organizations, and events.

Health and Safety

- Ensure property, equipment, and spaces are safe for use.
- Create and maintain a safe and supportive environment for campers and guests to explore their faith, build relationships, and develop leadership skills.
- Report any preventative maintenance needs to the Property Manager.
- Assist with maintenance as needed.

General

- Provide reports on camp Programs, local church needs, and improvements.
- Grow and generate outreach ministries.
- Regular check-ins with supervisor on learned camp experiences



Lutheran Lakeside
CAMP & RETREATS

Position: Program Intern
Position Classification: Salaried Exempt
Supervisor: Camp Director

Benefits and Logistics

Part-time internship starting on the date of hire.

On-the-job learning in youth programming.

Generous PTO and Holidays.

On-site housing and utilities.

Laundry facilities available.

Camp car for work-related travel.