

Office Intern

Ministry Description: The office intern's primary job is to help with the behind-the-scenes organization of camp. They will answer the phone and respond to emails daily. They are responsible for managing and organizing camp paperwork from all parishes attending camp, checking the contents, and contacting youth ministers to tell them what they are missing, including payments. Attention to detail is paramount to this position. The head of Guest Relations will rely on the office intern to report exact numbers to them regarding who is at camp each week. They are also responsible for helping making allergy lists, emergency binders and lists of all camper, chaperones, and priests weekly. They attend the beginning of coffee talk two days a week to communicate with youth ministers how they will be splitting up their parish for white water rafting (only at Covecrest). The office intern is a proactive person who is always preparing for the next week of camp. At the conclusion of camp they will type up the consolidated camp evaluations.

The main tasks each week for each activity include:

I. Work Week/Training Week

During work week the office intern will learn their office responsibilities and start organizing parish paperwork. Office Intern will contact parishes that are coming the first several weeks to let them know what we are missing. In training week, they will start organizing Week 1 paperwork. They will put papers in alphabetical order and in different piles by form and contact parishes about missing or incomplete paperwork.

II. A Typical Week of Camp:

- A. Be hospitable and welcoming to any and all guests and visitors. Assistance will be provided with signing in guests and providing them with the appropriate wristband.
- B. Timely email responses and answering the camp phone are expected to happen daily.
- C. Make sure we have paperwork for every camper, chaperone, nurse, sister, and priest coming. Priests coming with a parish from outside the diocese need Ordinary Provincial Forms.
- D. Record parish information and break down of campers to chaperones in already existing templates and report to head of office.
- E. Check in parishes when they arrive and collect outstanding paperwork, update current weeks' numbers, current weeks' roster, and submit an allergy list to kitchen.
- F. Send final numbers to designated Life Teen Staff.
- G. Work on organizing paperwork for white water rafting. (Covecrest Only)
- H. Send off summer staffers and groups going rafting. (Covecrest Only)
- I. Organizing of the Haiti fundraising each week will be recorded and communicated to Covecrest (Hidden Lake only).
- J. Work on roster for following week of camp, make housing lists for Emergency Plan Binder.
- K. Availability for airport runs, miscellaneous tasks, and support for the Guest Relations position is expected.

III. Ongoing Office Duties:

- A. Answering emails, phone calls, and maintaining the collection of rosters and paperwork

Who: One second-year summer missionary or highly qualified first-year summer missionary will fulfill the role of Office Intern at one of our Georgia camps.

Housing: Housing for the office intern will be with fellow service crew members of the same gender.

Community: Office Intern will serve along-side full-time staff in the Covecrest or Hidden Lake Office. They will report to the head of Guest Relations for responsibilities. They will minister primarily to the youth ministers and chaperones that they call and are in communication with before and during camp. They will attend all service crew formation sessions possible.