



Sugar Creek Bible Camp

13141 Sugar Creek Bible Camp Rd. Ferryville, WI 608-734-3113 www.SugarCreekBibleCamp.org

POSITION: Program Management Intern **EMPLOYMENT:** Full-time (Internship)

SUMMARY

The Program Management Intern experiences creating and leading top-quality Christian retreat programs. With help from an experienced camp staff team, you will work alongside synods, congregations, and the wider Church through successful retreat ministries. The Intern assists the Program Director in planning adult and youth ministry programs. A primary responsibility is providing hospitality for meaningful community experiences for a variety of guests to develop hosting skills needed for program management. This internship is typically a 1-year position, concluding after the summer season. With God's help in this role you can inspire growth in Christian programming, vocational discernment in young adults, ministry support, volunteerism, and ultimately faith in the love of God through Jesus Christ.

RESPONSIBILITIES, EXPERIENCES

Programs

- Serve with the Sugar Creek staff to plan, promote, and lead programs year-round
- Supervise the year-round coordination of a successful Day Camp (VBS) Program
- Lead program retreats for all ages, honing communication skills with guests, youth ministry staff, campers, and leaders
- Serve as host for retreat programs through hospitality for guest communities
- Build professional management experience by assisting with curriculum development, summer staff recruitment, hiring and supervision
- Be available as a "resource person" to lead parts of worship, team building, music, nature talks, campfires and other program activities (training provided)
- Imagine and create wild and relevant new program ministries for any ages

Administration / Nonprofit Management

- Assist the Program Director in training and supervising the summer camp staff
- Share your input into the visioning the future of ministry at Sugar Creek
- Maintain a Sugar Creek presence at area youth events
- Promote heightened hospitality
- Assist with employment-related communications for the summer staff
- Be a leader in maintaining aspects of the camp's ACA accreditation

Marketing

- Assist in production of materials to promote programs
- Welcome volunteers and help coordinate a big mailing to reach wider communities
- Offer ideas for website and presence on social media

Development

- Tell stories about the power of camping ministry, strengthening the reputation of the Bible camp with churches, potential donors, and communities
- Assist with welcoming supporters at fundraising events
- Use feedback from guests to seek “continuous improvement” in our hospitality
- Participate in promotional visits to churches on occasion
- Attend networking events with fellow Youth & Family Ministry colleagues

QUALIFICATIONS

- Commitment to the Christian faith and to the ministry of the Church
- Personal commitment to Jesus Christ
- Bachelor's degree preferred. Preference given to candidates with experience in Christian retreat ministries including summer camp programs
- Excellent oral and written communication skills
- Computer skills, with good command of Microsoft Word and Excel
- Willingness to live onsite at Sugar Creek. Housing and utilities are provided
- Strong awareness of and commitment to healthy team dynamics
- Able to safely lift 50 lbs., climb stairs and rugged trails, reach and work overhead, be comfortable on ladders, and work outside for extended periods on occasion
- Willingness to work flexible hours. Must have a valid driver's license

COMPENSATION

This is a paid internship. The Intern is provided with housing on a beautiful 660-acre site, utilities paid, professional conferences, occasional meals, and special trainings/certifications if requested. In addition to this, Interns will have a stipend ranging from \$12-15,600 per year depending on experience.

TO APPLY

To apply, please send an email (letter of interest) along with your résumé to Jesse Klosterboer, Executive Director at JPKlosterboer@gmail.org or call 608-734-3113 for an exploratory conversation.

*May God bless you as you explore your vocation to meaningful work in outdoor ministry!
We are eager to meet you as you discern your call to serve in Christian leadership.*