**Western Kentucky Youth Camp**

**Job Description: Female Intern**

**Reports to:** WKYC President and Caretaker(s)

**Summary & Position Objective**

Western Kentucky Youth Camp (WKYC) is seeking a qualified, spiritually-minded individual to serve as an intern for the summer. The applicant must be a Christian of strong character. The primary responsibility of the intern is to support the Caretakers by maintaining the camp facilities during the summer. The intern must be present for all summer sessions, arrive one week before the first week of camp, and engage in a variety of camp functions to enhance the camper experience and provide general upkeep of the WKYC grounds. WKYC values discipleship and relationships, and we want all staff to help maintain a culture rooted in faith and friendship. The ideal candidate must be a positive role model, flexible, dedicated, and a team player.

**Responsibilities**

Intern responsibilities include, but are not limited to:

* Assist with running the Giant Swing during use. Training will be provided by WKYC.
* Maintain the camp grounds by mowing and weed eating the property.
* Assist in unloading the delivery trucks.
* Restock supplies in Cafeteria, Supply Room, Girls’ Cabins, and Maintenance Building.
* Clean/restock supplies as needed in the women’s restrooms in the Cafeteria and Craft Building.
* Stock and organize the supplies/food/beverages in the Canteen.
* Refill and maintain the slush and soda machines in the Canteen.
* Clean and take out the trash in the Canteen on a regular basis.
* Assist with camper registration on the first day of each session.
* Connect with the Caretakers about the Volunteer Policy should volunteers offer support.
* Attend staff meetings as designated by the Caretakers and Weekly Directors.
* Complete special duties as assigned by the Caretakers and WKYC Executive Board.

**Skills and Qualifications**

Interns play an important role in maintaining a safe environment for campers and staff. Interns must be 18 years of age or older, hold a valid driver’s license, and possess the following skills:

* **Work Ethic** – interns must have a strong work ethic and continuously seek out ways to support the Caretakers to maintain the large property
* **Attention to Detail** – a high level of attention to detail and concentration is required throughout the Giant Swing shift to ensure camper safety
* **Communication** – interns must clearly communicate with the Caretakers and members of the WKYC Executive Board to ensure tasks are completed efficiently and well
* **Friendliness** – interns will frequently interact with parents, campers, staff, volunteers, and guests, and need to be helpful, kind, and supportive
* **Physical Qualifications** – must be able to routinely lift, carry, and load equipment and supplies
* **Attitude** – maintains a positive Christian attitude and service disposition.
* **Autonomy** – works autonomously and occasionally without supervision, and takes responsibility to ensure tasks are completed on time and up to standard.