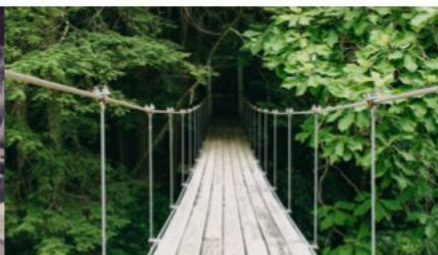




CAMP MCDOWELL SERVICE CORPS INTERNSHIP

Camp McDowell Service Corps is a paid internship in which members live together in intentional Christian community, participate in regular professional and spiritual development programming, and serve as employees of specific Camp McDowell departments.

ACCEPTING APPLICATIONS UNTIL NEEDS ARE FILLED





Positions Available: 1
Reports to: McDowell Farm School Director

The McDowell Farm school is looking for a self starter who will assist the Farm Manager and Produce Ambassador in the operations and maintenance of McDowell Farm School's 40-acre educational farm, and also teach the occasional agricultural education class to students.

MSC Program Expectations

- Live in intentional Christian Community
- Participate in regular professional and spiritual development programming
- Share three meals a week together
- Worship and participate in spiritual programming as a group on a weekly basis
- Keeping community standards and norms, developing a community covenant

Qualifications

- Knowledge of organic farming practices
- Knowledge of basic animal husbandry practices
- Ability to lift up to 50 lbs. Must be 21 years or older
- Complete full duration of employment, beginning May 16th, 2020 and ending August 5th, 2020. Exceptions will be made on an individual basis.
- Complete the online portion of "Safeguarding God's Children" - the Episcopal Church's sexual misconduct prevention training - prior to Staff Training.

Responsibilities

- Complete and comprehend all training as directed by farm leadership
- Assist in the care of our farm animals
- Do each task in a complete manner as trained by farm leadership
- Abide by all company policies, rules and safety regulations as directed on each site
- Work as a team player by accomplishing daily department work requirements and farm goals
- One afternoon activity with summer camp per session, two for longer sessions (Sophomore Camp and Senior Camp)
- Maintain and update all department records as required

- Perform day-to-day projects in the gardens, including harvesting, watering, trimming, transplanting, cleaning, etc. Teach the occasional agricultural class to residential campers Maintain all bio-security standards Uphold all safety regulations

Essential functions

- Ability to work as a part of a dynamic team
- Willingness to do physical work in all weather
- Recognize and report any hazards to the Farm Manager or Director
- Be able to work and communicate with a variety of age groups
- Demonstrate superb organizational skills and attention to detail



Positions Available: 4
Reports to: Conference Center Director

McDowell Conference and Retreat Center

Mission Statement and Overview:

The mission of the McDowell Camp and Conference Center is to show the way the world could be through worship, learning, rest, and play in the beauty of God's Backyard. The staff at the Conference and Retreat Center play a critical role in the guest experience. As a representative of Camp McDowell to all Conference and Retreat Center groups, you must possess strong verbal, nonverbal, and written communication skills. You are expected to be available for guests throughout their stay, proactively solve problems, and respond when issues arise. As such, you are provided with onsite housing. You are also the primary person for establishing healthy relationships between Camp McDowell and Conference and Retreat Center groups. The importance of being friendly, personable, and professional cannot be overstated.

MSC Program Expectations

- Live in intentional Christian Community
- Participate in regular professional and spiritual development programming
- Share three meals a week together
- Worship and participate in spiritual programming as a group on a weekly basis
- Keeping community standards and norms, developing a community covenant

Qualifications

- Applicant must be 21 or older
- Complete full duration of employment, beginning May 16th, 2020 and ending August 5th, 2020. Exceptions will be made on an individual basis.
- Complete CPR, First AID, and Lifeguard Certifications prior to May 16th.
 - Camp McDowell will partially supplement the cost of certification courses
- Background checks will be conducted on all hired staff
- During Staff Training, complete certification training on Camp McDowell's low ropes and high ropes course elements.
- Complete the online portion of "Safeguarding God's Children" - the Episcopal Church's sexual misconduct prevention training - prior to Staff Training.

Goals of Conference and Retreat Center

- Provide professional and genuine customer service to all guests
- Build and maintain strong relationships with staff of other departments
- Analyze and improve guest satisfaction and business results
- Maximize efficient utilization of Camp McDowell's facilities
- Respond to internal and external inquiries in a timely manner
- Gain valuable on the ground experience, as well as, office experience
- Make connections with nationwide known camps
- Obtain an insider's view of Camp McDowell

Principle Responsibilities

- Learn enough about Camp McDowell's other programs to be able to confidently communicate with guests about them
- Prepare for and attend monthly staff meetings for smooth delivery of service to guests
- Be a liaison between Conference and Retreat Center groups and all other Camp McDowell staff and programs, communicating all need-to-know information to the relevant parties
- Think like a caretaker of all facilities: while walking or driving around camp, be on the lookout for trash that needs to be picked up, potentially hazardous situations, etc.
- Be a good steward of the environment and minimize Camp McDowell's carbon footprint by turning facilities' lights and climate-control on and off in a timely manner
- Set up flip-charts, markers, name-tags, audio-visual equipment, etc. provided to guests by the Conference and Retreat Center
- Set up accurate and helpful signage to direct guests upon arrival
- Be present at meals to meet, greet, and assist guests, as well as help the kitchen staff when simple needs arise
- Clearly communicate with guests how they can reach you in case of an emergency
- Explain clearly to all guests the procedures of Camp McDowell relevant to their visit (meals, canoes and pools, etc.)
- Maintain a friendly and professional demeanor with fellow staff and guests
- Expected to meet these and any other demands of the position
- Stay charming and disarming :)



Positions Available: 1
Reports to: Summer Camp Coordinator

Camp McDowell is looking for a positive, self-starting, and supportive team member to come live, work, and thrive in the beauty of God's backyard! You will oversee and implement logistics and registration for our summer camp ministry, Camp McDowell Service Corps, and annual retreats. Working in communication with and support of the Director and Coordinator of Summer Camps and Retreats, the Operations Manager will oversee all aspects of camper registration, session staff and volunteers with logistical needs, and perform website/social media updates and maintenance. In addition, you will function as a team with on-site responsibilities in all summer camps and retreats events.

MSC Program Expectations

- Live in intentional Christian Community
- Participate in regular professional and spiritual development programming
- Share three meals a week together
- Worship and participate in spiritual programming as a group on a weekly basis
- Keeping community standards and norms, developing a community covenant

Qualifications

- As a representative of Camp McDowell to all Summer Camp guests, the applicant must possess strong verbal, nonverbal, and written communication skills
- Applicant must be 21 or older
- Background checks will be conducted on all hired staff
- Complete the online portion of "Safeguarding God's Children" - the Episcopal Church's sexual misconduct prevention training - prior to Staff Training
- Complete full duration of employment, beginning May 16th, 2020 and ending August 5th, 2020

Responsibilities

- Learn enough about Camp McDowell's summer programs and retreats to be able to confidently communicate with guests about them

- Serve as a liaison between camper parent/guardian and camp staff including camper/participant arrival and departure details, food allergies, getting to know you information, camper care plan, health information, and other relevant details specific to each camper.
- Make follow up emails and phone calls to parents/guardians regarding completing registration payments and forms
- Process paper camper applications and checks or other forms of payment
- Mail paper applications to parent/guardians who do not have internet access
- Process camper scholarships
- Answer phone calls and return all voicemails no later than 24 hours of receiving voicemail
- Answer generic emails to summercamp@campmcdowell.com
- Send parents information email 1 month, 2 weeks, 1 week, and 2 days before their session starts
- Send parents a pick-up reminder email at 3:00pm on the last full day of the session
- Double check cabin assignments made by the Summer Camp Manager to make sure all cabin requests are met and add these into the CampWise database
- Coordinate and facilitates all aspects of registration, check-in, and check-out for summer campers and retreat participants including but not limited to:
 - Printing camper checkin and checkout forms
 - Coordinating the smooth execution of all late arrivals, early departures, and campers leaving camp early due to medical needs with the Summer Camp Director, Summer Camp Coordinator, Session Director, and Camp Nurse
 - During registration times on opening day, be at the welcome center on the computer to process payments, help parents in filling out missing forms, and any updating necessary components in CampWise
 - Call campers who have not arrived by the start of the session and who are late picking up their campers
- Prepare for upcoming sessions in all needed areas of oversight
- Coordinate logistics and support for Camp McDowell Service Corps Interns and leadership including lodging, move-in, move-out, and group meals.
- Report all missed and worked days for service corps members to Chief Financial Officer by the appropriate Date
- Other tasks as deemed appropriate for the scope of the position
- Understand that this position follows the summer camp schedule that can be found here:
 - <https://mcdowellsummercamp.org/dates-rates>



CHAPLAIN TO THE SUMMER STAFF

Positions Available: 1

Reports to: Summer Camp Coordinator

The duties of the Chaplain can be categorized into the following groups: pastoral care, program assistant, and sacristan. Pastoral care includes providing care to the summer staff throughout the entire summer. This requires a commitment to ministry of presence, consistency, and kindness. The SSC is responsible for designing and implementing programming for counselors. The counselors spend all summer implementing spiritual programming made by others for campers younger than themselves, so the Chaplain uses staff training and precamp time to feed the spiritual needs of the summer staff. The Chaplain to the summer staff is additionally responsible for uplifting summer staff in the form of celebrating staff birthdays, encouraging good mental and physical health among the summer staff, and providing any other community building activities to promote staff wellness.

MSC Program Expectations

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- Share three meals a week together
- Worship and participate in spiritual programming as a group on a weekly basis
- Keeping community standards and norms, developing a community covenant

Qualifications

- Applicant must be 21 or older
- Background checks will be conducted on all hired staff
- Complete the online portion of "Safeguarding God's Children" - the Episcopal Church's sexual misconduct prevention training - prior to Staff Training
- Complete full duration of employment, beginning May 11th, 2020 and ending August 5th, 2020

Responsibilities

- Pastoral care
 - Be present and available to summer staff during mealtimes afternoon pool rec for summer staff to seek advice, voice concerns, or get things off their chest
 - Keep all information shared during conversations with summer staff entirely confidential, unless it involves harm inflicted on the individual or anyone else

- Be patient, kind, and understanding during all interactions with summer staff
- Recognize and celebrate staff birthdays
- Encourage positive community living habits among summer staff
- Works with the Summer Camp Director to coordinate Prayer Partner pairings and collection/delivery of Prayer Partner letters for Summer Staff
- Program Director
 - Design and implement age-appropriate programming for summer staff that promotes spiritual growth and community cohesion for all days of summer staff training and precamp days
 - Expectations of programming includes but is not limited to
 - Big group activities, lectures, and discussion on the topic of choice
 - Small group activities and discussion
 - Lead worship services throughout the summer for various occasions. Specific examples include:
 - Precamp evening worship (mandatory, in addition to spiritual programming)
 - Morning prayer services (optional) for sessions with age-appropriate campers
 - Coordinate with Session Director and Music Director for opening and closing Eucharists
 - Sacristan
 - The SSC is the altar guild for St. Francis Chapel and Chapel of the Ascension. These responsibilities include:
 - Soak, wash, dry, and iron linens used for Eucharist
 - Fold and return to St. Francis Sacristy
 - Provide the Session Director or Eucharist celebrant with bread and wine for communion at opening/closing eucharists and any eucharists held during the session
 - Other tasks as deemed appropriate for the scope of the position
 - Understand that this position follows the summer camp schedule that can be found here:
 - <https://mcdowellsummercamp.org/dates-rates>



Positions Available: 1

Reports to: McDowell Environmental Center Program Coordinator and Ropes Director

MSC Program Expectations

- Live in intentional Christian Community
- Participate in regular professional and spiritual development programming
- Share three meals a week together
- Worship and participate in spiritual programming as a group on a weekly basis
- Keeping community standards and norms, developing a community covenant

Qualifications

- Applicant must be 21 or older
- Background checks will be conducted on all hired staff
- Complete the online portion of "Safeguarding God's Children" - the Episcopal Church's sexual misconduct prevention training - prior to Staff Training
- During Staff Training, complete certification training on Camp McDowell's low ropes and high ropes course elements
- Complete full duration of employment, beginning May 16th, 2020 and ending August 5th, 2020

Summer Camp Needs

- Attend pre-camp meetings one full day before campers arrive
- Attend post camp meetings on the last day of each session
- Coordinate with the Summer Camp Coordinator and summer camp Activities Directors to facilitate the following:
 - Team building/challenge course elements for small groups from 10:30-11:45 and 4:00-5:30 on the first three days of each session
 - One ropes element every full day of summer camp sessions in the afternoon 2:00 - 3:30
 - Lead (or Coordinate) Environmental Center Programming during the afternoon (pool/rec time): 4:00 - 5:30
 - Alabama Neighbors
 - Pond and Stream
 - Hike
 - Hop Slither Slide (communicate with Animal Program Director)

- Ropes (if there are campers who still have not gotten to sign up for ropes that session)
- Whatever other EC programs are age appropriate that they see as a good fit
- Ropes at the Pasture Party (one night per session from 6:30-7:30)
- Lead rain activities during scheduled time if any of those scheduled times are rained out (indoor team building in Randall commons)
- Be a part of the ropes activity skit during lunch from 12:00-1:00
- Train 3 summer staff members to confidently facilitate challenge course/team building activities for summer staff during the designated times above
- Plan and execute camper overnights for Junior High II, Sophomore and Senior Camp
- Understand that this position follows the summer camp schedule that can be found here:
 - <https://mcdowellsummercamp.org/dates-rates>

McDowell Environmental Center Needs

- Class material creation and updating
- Assist in Camp McDowell hiking trail maintenance
- Assist Ropes Director with monthly inspection of ropes equipment
- The summer is a very important time for the Environmental Center to create and execute projects to plan for the fall and spring seasons. Many EC summer needs will be based on the needs of the upcoming fall and spring seasons and may vary greatly.