

# CBCC Program Internship

## Purpose

The purpose of the CBCC Program Internship Program is to develop individuals interested in pursuing camp/conference center ministry into effective leaders at the conclusion of their one year internship (September through August).

Our emphasis is competency and growth. The internship is about growing – learning new skills, developing a better idea of why we do what we do in programming for children and youth and most importantly growing in your relationship with Jesus Christ. Our expectation is that by the time your internship is over that you would be fully equipped to step into any youth or children's program and create a program that will effectively meet the needs of the kids you are working with and help them clearly understand the gospel and grow in their relationship with Jesus Christ.

## Main Responsibilities

1. Learn and Grow. We want you to learn how God has shaped you by discovering your spiritual gifts and abilities, grow in your relationship with Jesus Christ, and grow as a leader.
2. Assist in leading the Charis Kids Preschool and After School program during the school year by leading games, activities, and lessons.
3. Assist in supervising the recreation center by working recreation center shifts, helping train recreation center worker, and supervising the recreation center when the recreation center supervisor is not on the grounds.
4. Assist in planning, creating, and carrying out conferences that include children and youth programs during the school year.
5. Create, plan, and run the spring break day camp.
6. Help facilitate our challenge course elements.
7. Participate in an outside ministry based on the intern's area of interest. Example: leading a bible study for other CBCC staff, helping lead a children's or youth program at a church or parachurch organization.
8. Meet with the program supervisors who will mentor them and facilitate their spiritual growth in Christ and understanding of how to create, develop, and carry out children and youth programs in a Christian camp/conference setting.
9. Work with the food service department with the goal of being trained to be in a leadership position.
10. Work with the housekeeping department with the goal of being trained to be in a leadership position.
11. Meet with other interns and staff in leadership positions in the Leadership Program for support, spiritual growth, accountability and learning about leadership.
12. Attend the Murdock Intern Retreat along with intern supervisor and other interns sponsored by the Murdock Foundation across the northwest.
13. Participate in our International Staff Exchange by visiting Camp Roblealto in Costa Rica to gain more experience in a camp setting and help with their summer camp. You will pay for ½ of the expenses and be reimbursed for those expenses upon successful completion of the Program Internship.

## Secondary responsibilities

1. Become acquainted with each department and understand how each department works together to carry out the ministry of the conference center.
2. Attend department meetings 1-2 times per month when possible.
3. Be trained in learning styles and teaching methods, childhood and adolescence development, Christian camping and leadership development which will include tests to ensure the intern understands the material and how it applies to ministry.
4. Plan and carry out any extra offerings we might have like a birthday party, laser tag, or family fun day.
5. Successfully complete the Supervisor Training Module which includes theoretical and practical training in leadership, sexual harassment prevention and scriptural foundations for Christ-centered leadership.
6. Learn how to schedule staff to work in different areas and assist in creating weekly schedules.
7. Become familiar with the billing process and assist in gathering the information needed for billing and creating and sending out billing statements.
8. Learn how the budgeting process works.
9. Attend the yearly Program Advance with other program staff from other Christian camps in the Northwest.
10. Attend the yearly CCCA Northwest Regional or Sectional Conference.
11. Visit other Christian Camps or Conference Centers during sectional conferences and Program Advance and scheduled trips.
12. Create an internship portfolio which includes:
  - a. Resume
  - b. Work history
  - c. Journal of things learned and skills acquired or improved over internship

## Internship Competencies

By the conclusion of the internship individuals should be able to:

- Understand the basics of full-time camp/conference ministry.
- Assume appropriate responsibilities and recognize the limitations of that responsibility.
- Develop a professional program for children or youth.
- Identify the steps necessary to develop a program from concept to completion.
- Objectively evaluate programs in order to make improvements.
- Facilitate challenge course elements and experiential learning activities.

## Calendar of Events:

### September

- Challenge course Facilitation Training and experience
- Participate in summer conference evaluations
- Begin training for Charis Kids
- Begin training for recreation center
- Begin training for food service leadership position
- Begin training for housekeeping leadership position
- Begin participation in Leadership Program
- Complete study assignment – Supervisor Training Module
- Read shortened version of “Evangeline” book
- Review overall conference operations with conference director – Jeff Carlsen

### October

- Continued work in Charis Kids, recreation center, food service, housekeeping and Leadership Program
- Begin developing curriculum for Children or Youth Program for the Thanksgiving Weekend Conference
- Begin assisting in recruiting staff for the Thanksgiving Weekend Conference
- Begin study assignment – Childhood and Adolescent Development – Chapters 5 through 7
- Become familiar with budgeting and how to create a budget and how to keep track of spending
- Attend Murdoch Intern Retreat
- Review program operations with program manager – Patrick Bergman

### November

- Continued work in Charis Kids, recreation center, food service, housekeeping and Leadership Program
- Attend the Program Advance with other program staff from camps across the northwest United States
- Complete curriculum for the Thanksgiving Weekend Conference
- Assist in supervising Children and Youth programs for the Thanksgiving Weekend Conference
- Complete study assignment – Childhood and Adolescent Development - Chapters 8 through 13
- Review retreat operations with retreats manager – Kevin Craig

### December

- Continued work in Charis Kids, recreation center, food service, housekeeping and Leadership Program
- Identify summer program areas of interest for development
- Complete 2<sup>nd</sup> reading assignment – Learning Styles
- Review financial operations with financial manager – Carl Sandeen

### January

- Continued work in Charis Kids, recreation center, food service, housekeeping and Leadership Program
- One or two week trip to Costa Rica
- Begin developing Spring Break Day Camp program
- Staff-Recruiting trip and begin summer staff interviews under program supervisors’ supervision
- Begin study assignment – The Christian Camp Counselor – Part One
- Review human resources operations with human resources manager – Paul Knoch

## February

- Continued work in Charis Kids, recreation center, food service, housekeeping and Leadership Program
- Visit a Christian Camps or Conference Center  
Local camps – Twin Rocks, Breakaway Lodge, Tilikum, Camp Collins
- Continue developing Spring Break Day Camp program
- Attend sectional or regional conference for CCCA
- Continue study assignment – The Christian Camp Counselor – Part Two
- Review housekeeping operation with housekeeping manager – Dawn Goodenough

## March

- Continued work in Charis Kids, recreation center, food service, housekeeping and Leadership Program
- Implement – develop and lead - Spring Break Day Camp program and evaluate
- Begin development of summer programs according to interest
- Continue summer staff interviews
- Continue study assignment – The Christian Camp Counselor – Part Three
- Review site and facilities operations with maintenance manager – Sam Ortwig

## April

- Continued work in Charis Kids, recreation center, food service, housekeeping and Leadership Program
- Visit a Christian Camps or Conference Center
- Continued development of summer programs according to interest
- Study assignment – 2 books: 21 Indispensable Qualities of a Leader and In the Name of Jesus
- Continue summer staff interviews
- Review food service operations and wait staff with food service manager – Dan Farrar

## May

- Continued work in Charis Kids, recreation center, food service, housekeeping and Leadership Program
- Develop area of responsibility for summer
- Study assignment – Leaders on Leadership
- Plan staff leadership training sessions assigned to you
- Assemble portfolio
- Develop resume and cover letter, identify future employment
- Review guest services and conference booking with registration manager – Susan Rice

## June, July, August

- Summer staff responsibility – Assistant Program Supervisor or Age Group Supervisor
- Final exit interview