

Cannon Beach Conference Center

Job Description



Job Title: Program Intern

Department: Program Pay range: _____
Reports to: Program & Rec Center Supervisor Category: Conference Assistant
Date revised: April 2016

General Position Summary

This is an internship program to develop individuals interested in pursuing full-time ministry in Christian camps and conferences into effective leaders in ministry.

Essential Functions/Major Responsibilities:

- Learn the fundamentals of an effective program.
- Grow spiritually, develop greater self-insight/understanding, and strengthen leadership ability.
- Assist in leading CBCC school-age programs.
- Help oversee the recreation center – including working shifts in the recreation center.
- Assist in kids programs during the school year and help lead during summer conferences.
- Develop and run a spring break day camp.
- Facilitate challenge course elements.

Secondary Responsibilities:

- Become acquainted with all departments and how they work together in the ministry of CBCC.
- Training in learning styles, childhood and adolescent development, Christian camping and leadership.
- Keep a journal of activities as part part of your internship portfolio.
- Assist in recruiting, interviewing and checking references of summer staff.
- Plan and carry out extra family activities including laser tag and inflatable parties.
- Take part in a trip to Costa Rica to learn from and help run Camp Roblealto's summer camp.
- Participate in a retreat with other interns from other camps in the northwest.
- Visit other camps for conferences and learning experiences.
- All other duties as assigned.

Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- A desire to pursue Christian camp or conference ministry as a full-time profession.
- Willingness to commit to the one year internship, from September through the following Labor Day.
- 21 years of age with valid driver's license (preferred)
- Previous summer CBCC program staff experience (preferred)
- Must be able to pass a criminal background check.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

Physical Demands:

Sit	<u>2</u> Consecutive hours	<u>2-3</u> Total hours per day		
Stand/Walk	<u>2</u> Consecutive hours	<u>4-6</u> Total hours per day		
Employee may alternate between sit/stand every _____ hours.				
<input type="checkbox"/> Only uses left hand/arm	<input type="checkbox"/> Only uses right hand/arm	<input checked="" type="checkbox"/> Uses both hands/arms		
	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	100 yards			
*Key				
Occasionally	Frequently		Continuously	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

Employee signature _____ Date _____

Supervisor or HR signature _____ Date _____