



North Star Reach Program Intern Job Description

Position Overview:

The Program Intern will assist with the development and implementation of camp programming. Responsibilities will include preparation and administrative support for summer 2013 *Camp on the Move* and *Camp Michitanki* as well as long term planning for North Star Reach's new camp facility.

This position is supported and supervised by the Director of Operations.

Requirements:

- Minimum 19 years of age
- Work a minimum of 8 – 12 hours per week
- Experience working in camp leadership or youth programming
- Ability to work independently
- Strong written and verbal communication skills; comfortable with public speaking

General

- Gain valuable experience working in a non-profit organization
- Work in a fun mission-driven environment
- Earn hours towards internship requirement for school (if applicable)
- Perform administrative duties including (but not limited to) phone communication, email correspondence, data entry, filing and creating electronic reports
- Maintain a positive working relationship with staff members, volunteers, and families
- Perform any other duties as assigned by the Director of Operations

Duration of internship is negotiable.

This is an unpaid position.