



# Camp Twin Lakes

Where Challenges Become Triumphs

## Camp Twin Lakes Development Intern Job Description

**Title:** Development Intern

**Status:** Part Time

**Department:** Development

**Reports to:** Development Manager

For more than 25 years, Camp Twin Lakes has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with 64 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at [www.camptwinlakes.org](http://www.camptwinlakes.org)

### **Summary:**

The Development Intern will report directly to the Development Manager. The Development Intern will be committed to supporting the fundraising needs of Camp from mid-May through mid-November 2019. Primary responsibilities will include supporting the Development team in the planning and implementation of Camp Twin Lakes' signature annual fundraising events. In addition, the Development Intern will support CTL volunteer, marketing, and media initiatives.

### **Essential Duties and Responsibilities:**

- Assist with social media and marketing for fundraising events
- Assist in planning and implementing event logistics
- Participate in volunteer training and coordination
- Solicit gifts to support fundraising events
- Assist with gift processing
- Support day-of event needs, including set-up, registration, coordinate volunteers, and clean-up
- Participate in donor acknowledgement and stewardship efforts
- Other duties may be assigned based on the needs of Camp Twin Lakes.

### **Additional Requirements:**

- Excellent written and verbal communication skills, specifically by phone, e-mail, and in-person.
- Demonstrates high integrity and personal productivity as an example to volunteers, staff, donors, etc.
- A team player that works collaboratively and exhibits a high degree of professionalism at all times.
- Strong organizational skills.
- Must have reliable form of transportation.

### **Resume and Writing Sample:**

Please provide a resume and cover letter to Camp Twin Lakes at [careers@camptwinlakes.org](mailto:careers@camptwinlakes.org). Cover letter should describe why you are interested in an internship with Camp Twin Lakes and how your professional and personal experience will be an asset to the organization.