



Camp Twin Lakes
Directed Fall Intern
Job Description

Title: Camp Twin Lakes Directed Fall Intern
Internship: Part Time (20-30 hours/week) in Winder, GA
Department: CTL Directed
Reports to: Camp Coordinator

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 two 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.

Summary:

The Directed Intern will report directly to the Camp Coordinator. The intern will spend 20-30 hours/week working with the CTL Directed team on preparing for and running Fall family weekend camp programs at the Camp Twin Lakes Rutledge and/or Winder locations. The specific Fall camp programs the intern will help support are:

- Camp Crescent Moon September 10-12
- Emory Genetics Family Meeting October 1-3
- Spin for Kids Family Weekend October 1-3
- Camp You B You Family October 8-10
- Family Warrior Weekends November 12-14
- Families of Fallen Soldiers 19-21

This internship will support these functions from September through the end of November. Hours will include evenings and weekends as needed. There will be opportunities to work some days remotely. Please note that this is not a camp program staff position and there will be limited interactions with campers.

Essential Duties and Responsibilities:

- Interview and on-board volunteer counselors
- Assist in general Camp administration
- Assist in preparing Camp for upcoming programs
- Market Camp sessions to increase program attendance

- Assist in volunteer trainings
- Other duties as assigned

Additional Requirements:

- Excellent written and verbal communication skills
- High level of integrity and personal productivity
- Highly collaborative and professional
- Strong project management, prioritization, and organizational skills
- Flexible and adaptable
- Must have reliable form of transportation

Additional Information:

- This position can be used for school credit in various majors
- Meals will be provided while at camp during programs
- Some evening and weekend work will be required based on the camp schedule.
- This position is governed by policies set by CTL for the Fall season

Resume and Writing Sample:

Please provide a resume and cover letter to Camp Twin Lakes at casey@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.