

## Program Intern

Camp Jorn YMCA is searching for a dynamic program intern!

Location: Manitowish Waters, WI

Camp Information  
Camp Jorn YMCA  
13591 Zenner Lane  
Manitowish Waters, WI 54545

### Camp Description

Camp Jorn is a year-round site providing summer camps for children, fall, winter, and spring conference programs, and YMCA parent/child and family groups. Camp Jorn, a 70-acre camp, is approximately three hour drive from Madison, WI.

### Intern/Job Description

The Program Intern is responsible for assisting with the implementation of all programs at Camp Jorn YMCA including summer resident, day and family camp, fall through spring programming and assist with user groups and child care.

The internship will provide hands on training and experience in core areas of camp administration – including budgeting, HR, marketing, program development and leadership, retreats and rentals, day and resident camp.

This is a one-year contracted position designed to gain experience in all areas of operation. The position may be renewed after the first year.

### Qualifications

- Bachelor's Degree in Education, recreation, camping or a related field preferred.
- 2-3 seasons of experience working in an outdoor education setting preferred.
- Within 60 days of hire completion of: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Blood borne Pathogens.
- Completion of YMCA program-specific certifications as determined.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Valid Driver's license.

### Cause-Driven Leadership™ Competencies

*Mission Advancement:* Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships

to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors

communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### Required Certifications

First Aid and CPR certification is required

#### ESSENTIAL FUNCTIONS:

1. Assists in the direction of summer camp programs and program activities to meet the needs of the community and fulfill YMCA objectives.
2. Supervises assigned staff and provides overall leadership of staff team with Senior PD.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans. Responsible for specific program areas in camp as assigned.
4. As directed, ensures compliance with local, state, federal, YMCA and American Camp Association regulations, standards, policies and procedures.
5. Assists in the marketing and distribution of program information to ensure number goals are met or exceeded for all summer programs.
6. Develops and maintains collaborative relationships with community organizations.
7. Assists in the development and monitoring of program budget to meet fiscal objectives.
8. Coordinates use of facilities for all programs, activities and events as assigned.
9. Assists in YMCA fund raising activities and special events.
10. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
11. Ability to work in and understand basic computer programs, data bases and software.
12. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
13. Performs other duties as assigned.

Salary: \$24,000 DOE and full benefits as described in the personnel policies.

Room and Board provided: Living on site is required– housing provided.

## How to Apply

Apply by sending cover letter and resume to [carrie@campjornymca.org](mailto:carrie@campjornymca.org)