



TITLE: Summer Program Intern

REPORTS TO: Program Director

STATUS: Full Time (Seasonal)

REVISION DATE: March 2017

BASIC FUNCTION: Help Massanetta Springs fulfill its mission by providing excellent support and leadership to the summer conferences

SUPERVISORY RESPONSIBILITIES: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist Program Director in leadership of Massanetta Sponsored Conferences
2. Plan and develop Bible Study for the Camp Connections Program during the Bible and Church Music Conference.
3. Assist conference leadership when needed and be a support system they can come to for help with issues/problems
4. Provide administrative support to conferences before, during, and after their event
5. Spend day between conferences with the enablers: help take them to laundry mat, and out for dinner.
6. Take photos of the conferences that can be used for promotional purposes
7. Act as Massanetta's representative to conferences when Program Director is not available
8. Occasionally work in other departments to pitch in on tight turn around days
9. Other duties as assigned

REQUIRED SKILLS AND QUALIFICATIONS:

Education: No educational requirement, but you must be at least 19 years old (20 – 21 and up preferred).

Experience: No previous experience needed. A knowledge of Massanetta's ministry, or some knowledge of the hospitality industry is helpful.

Skills & Qualities: Able to lift at least 25 lbs, attention to detail, able to complete a task based on verbal or written instructions, a desire to provide excellent customer service.

- Work Schedule: Full time seasonal. Occasional Weekends and Nights
- Working Conditions: This position will be an active one working with conference leadership. You will also have a work space for other work projects
- Required License: Current, clear license to operate a vehicle.
- Background Check: Must pass a criminal background check and understand and agree to Massanetta Springs' Protection of Minors Policy.

The above position description has been reviewed and its content is believed to be complete and accurate. Massanetta Springs, Inc., as an employer, retains the discretion to add or change the functions, responsibilities, and/or qualifications for this position at any time.

This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description is intended to describe the general nature and level of work being performed by people assigned to this job. This should not be construed as an exhaustive list of all responsibilities, duties, skills, knowledge, and abilities required of job incumbents. Further, the description is not intended to limit or in any way modify the right of any supervisor to assign, direct or control the work of employees under his/her supervision.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Reviewed by Executive Director	Date