



TROUT LAKE CAMPS APOSTLESHIP PROGRAM / OVERVIEW & EXPECTATIONS

Internship Program Summary

We are excited that you are considering ministry as a full-time career! An internship at Trout Lake Camps is more than a job. It is a life experience grounded in faith, hard work, and teamwork. The internship program involves experiencing a lifestyle of ministry in a context that is often more intense and communal than most ministry settings. As an intern, effort will be given to providing you with a balance of personal development, off-time, and work time. There will be seasons where you will be called upon to put in hours that are above and beyond the normal work scope. You will often be asked to assist in areas of camp that are outside your specific area of internship. While this is challenging, these experiences can provide you with valuable insights into the varied facets of ministry. Trout's goal is to provide you with meaningful hands-on work experience. This work experience will give opportunity for leadership and managerial development, as well as spiritual development through personal mentoring, planned study and interaction with full-time ministry staff.

While not all expectations can be reduced to a written agreement, the following is an attempt to identify general areas of expectations that Trout Lake Camps has of its interns and provisions that interns can expect from Trout Lake Camps.

Working at Trout Lake Camps as an intern is an incredibly rewarding experience and it also hard work. You will learn to rely on God's strength and the strength of others at times as you serve God and represent Trout in these capacities.

Internship Outcomes

- Learn to practice various methods of spiritual discipline in a demanding-ministry setting
- Learn servant-leadership
- Develop a capacity for working in a variety of staff positions with diverse ages and personalities
- Develop base-line skills in hospitality, administration, leadership, and programming settings
- Host both large (300+) and small (20) guest groups
- Assist in the planning and implementation of programs for camp sponsored events (Retreats, Conferences, and outreach events)
- Networking skills and opportunities through CCCA events
- Supervisory skills with volunteer weekend staff, creating and reviewing schedules, delegating work assignments, and troubleshooting throughout the weekend.
- Specialized experience in Guest Services, Food Service, Adventure Program, Office, or Grounds Keeping
- Arrive at an assessment to see if camping ministry is God's calling for you
- Skills in building positive and complimentary working relationships
- Leadership skills in directing staff and camp guests
- Advancing the kingdom of God for the gospel for through creative camp services and programming

Compensation / Benefits

- Interns will be paid a weekly salary (paid biweekly). Scheduled holidays will not affect weekly pay
- You will be earning \$200 per week
- Spring Trip to Israel
- Interns will also be provided with food and housing
- Health Insurance through Trout's Blue Cross Blue Shield medical plan as well as Workman's Compensation
- Learning and Networking opportunities through CCCA events
- Year-Round camping ministry requires flexibility to meet the needs of our campers. Different seasons create different staffing needs and your days off may change based on these needs. An attempt will be made to schedule regular days off.
- Allotted camp cell phone stipend (restrictions apply)
- Allotted camp vehicle for use on-site for work related purposes and sometimes off-site (restrictions apply)
- Intern staff normally have two days off per week. Time off for thanksgiving, Christmas, and Easter are generally 5 days per Holiday.
- 5 Paid Time Off Days, 5 Sick Days (PTO must be approved well in advance)

This is a temporary-paid internship position effective Labor Day – Labor Day



ANYTHING BUT A TYPICAL YEAR / INTERN PROGRAM AT A GLANCE

Time Commitment

Your year as a Trout Lake Camps intern will be anything but typical as you learn and grow through the ebbs and flows of an “all-in” camping ministry. But you are not alone! You are part of a team of other interns experiencing, learning, and growing together! The internship runs for a full calendar year (Labor Day – Labor Day) with the option for some (not all) to stay on for a 2nd year depending on camp needs and budgets. Because of the nature of camping ministry, it is beneficial for the intern to be involved the full year to see the ministry in all of its seasons and stages. Interns will fill a summer staff position of need based on their skill set and camp needs.

The following represents a generalization of how your time will be spent throughout the calendar year

September – May: Intern staff would help host retreats and rentals for most weekends (Fri-Sun), Interns lend a hand in the transition of program areas between the seasons. Intern staff assume a variety of leadership roles during weekend retreats and rental groups including supervising activity areas, hosting retreat groups, and working in food service. Internship staff. Students will also spend time weekly in a group Bible Study, and learning practical principles in leadership, personal finance, and career resources. Interns also attend Christian Camp & Conference Association (CCCA) sectional convention and tour other camps as a part of their internship.

Other Major Emphasis Include:

- Assist in the summer staff recruiting process
- Assist in AMP'd – An off-site ministry to the youth and children's programs of our supporting churches
- Hosting guest groups
- Organizing, cleaning, & staging guest group and retreat spaces as needed

May – August: Assist in getting camp ready for the summer camping season including cleaning, various work projects, and de-winterizing camp program areas in preparation for summer camp. Internship staff will be more specialized during the summer months in the position that they hold. This will be determined in part with your direct supervisor prior to summer. For a complete list of positions, see the summer staffing position listings.

One goal of the intern program is the total immersion of the intern into ministry. Consequently, interns should not plan on outside employment during their time at Trout Lake Camps. Sources of income may include raising support, savings accounts, and the support of friends and family.

Lifestyle Statement

“Not many of you should presume to be teachers, my brothers and sisters, because you know that we who teach will be judged more strictly.” –James 3:1-

Interns must realize that they represent Trout Lake Camps in all settings, not just during their work hours. It is assumed that an intern's lifestyle will be one that is glorifying to God and lived in accordance with scripture.

- The use of alcohol, tobacco, illegal drugs, or pornography will be grounds for immediate dismissal.
- “Sleep-overs” or cohabitation with members of the opposite sex will be grounds for immediate dismissal
- Interns need to be discerning and wise in their choices of entertainment (TV, movie, Internet, etc.)
- It is expected that interns will display modesty of dress appropriate to their work setting
- Care must be given when interacting with the opposite sex. It is important to avoid any appearance of impropriety. Be mindful of working late in secluded areas with another staff member. Make sure that any socializing is done in a manner that is above reproach.

Housing & Visiting Hours

- Intern housing is gender-specific. When possible, interns will be provided private sleeping rooms. You maybe asked to change your housing between camping seasons. In addition:

- Upon leaving the housing facility, any damage cost is your responsibility to pay or will come out of your last paycheck.
- You must keep your housing area clean. Housing must pass periodic inspections by the Maintenance Director or Program Director. Keeping your housing clean includes but is not limited to: regular cleaning of your personal room, kitchen (if present), bathroom, and common areas; emptying of trash when necessary.
- Any decorating that would involve painting or structural changes must be approved by the Program Director. Permission is also required
- Out of respect for various schedules, housing quiet hours are between 9pm – 9am
- Housing visiting hours for opposite gender is 9:00 am – 11:00 pm, visiting of opposite genders should be done in a public space and not in private bedrooms.
- Be mindful to shut off lights, close doors and windows when you are leaving a room. This helps keep camp costs lower.
- Weapons of any kind (excluding knives with less than 6” blades, maximum of 3) are prohibited in intern staff housing

Food

- Meals are provided for Intern staff whenever camp guests are on grounds. This varies depending on the season and when guests are at camp. There is typically the option to reheat left-overs. Interns can expect that about 80% of their meals will be covered during the course of the year. There maybe times when you are asked to make and share a community meal as the intern staff and access to a kitchen will be available for you to use. Remember to clean up after yourself.

Vehicles

- Personal vehicles maybe parked in designated areas.
- Interns must not transport campers or guests in their own vehicles or camp owned vehicles unless given approval by the Program Director or Camp Director.
- If an Intern is involved in a collision with a camp owned vehicle, they will be responsible for 25% of the comprehensive deductible on that vehicle or 25% of the cost of repair, if there is no comprehensive coverage.
- It is highly recommended that interns refrain from loaning out their personal vehicles.

Pets

- Interns are not allowed to have pets.

Use of Facilities

- Recreation equipment may be used by intern staff as approved by person responsible for the equipment being requested.
- Any guests that are visiting Interns on-site and staying for meals or overnight must be approved by the Camp Director. It is expected that non-working guests will pay at the camp office for camp meals that they plan on eating.
- Request to use the shop and materials for personal vehicle and projects must be approved by the Director of Maintenance, or Camp Director

**To Apply for the Apostleship Program, apply online at TroutLakeCamps.org/Apostleship-Program
For more information or if you have questions, contact TateW@troutcamps.org**

Priority Deadline: 7/31/18 11:59 pm

Trout: Updated: 6/18