



4158 CAMP DELIGHT ROAD
ONEKAMA, MI 49675
(231) 889.5911
PORTAGELAKE.ORG

PORTAGE LAKE BIBLE CAMP

SCHOOL-YEAR INTERNSHIP JOB DESCRIPTION

Job Overview: As an ambassador of Portage Lake Covenant Bible Camp, the intern has the responsibility to participate in and learn all aspects of camp work. Interns should expect considerable work in the following areas: Guest relations, group hosting, marketing, business, public relations, church relations, and maintenance. Interns must be willing to further the mission of camp and be flexible and available to cover all areas of camp.

Accountable to: Executive Director and Program Director

Relevant work and life experience:

- Guest group hosting and retreats (most weekends)
- Grounds upkeep, facilities maintenance, and housekeeping
- Staff and camper recruitment
- Office administration
- Kitchen work including food preparation, dish duty, and dining room hosting
- Program planning and execution
- Exposure to print and online marketing
- Assistance/guidance in job and/or higher education applications, resumes, interviewing, personal budgeting, etc.

Community emphasis:

- Interns live in shared housing with the same gender and will experience living in a close, intentional community
- Engage in all components of intergenerational full-time staff community living
- Interns expected to engage in a local church community and outreach/volunteer work
- Attend daily staff devotion/morning meeting
- Have bi-weekly coaching meeting with Program Director and/or Executive Director

Travel and adventure:

- Attending conferences related to the field
- Outdoor adventure opportunities, depending on the year, such as - backpacking trip, rock climbing, winter sports, etc.



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Qualifications:

- Has a personal relationship with the Lord and basic Biblical understanding.
- Desire to pursue personal growth.
- Is a positive Christian role model with a servant attitude.
- Willingness to live in an intentional Christian community.
- Be a team player and ability to serve outside of job description when needed.
- Commitment to live and act in accordance with Portage Lake Bible Camp and the Evangelical Covenant Church beliefs and values while employed at PLCBC.
- Eagerness to live in a rustic, unplugged setting.
- Excellent communication, organizational, and interpersonal skills.

Relevant Information:

- This is a paid internship from August to May, or can be divided into semesters (August-December or January-May). Includes time off for holidays. Benefits not included.
- Working on summer staff the following summer is highly encouraged
- Housing and utilities included (cable & TV not provided except on camp property)
- One week of paid vacation may be requested

Applicants should submit inquiries to: kirstin@portagelake.org or call Portage Lake Covenant Bible Camp at (231) 889-5911