



Job Title: Camptown Program Intern

Status: Part Time/Seasonal

Summary: Responsible for assisting Camptown staff in promoting, and implementing outdoor adventure and nature education programming with youth.

Essential Duties and Responsibilities: include the following but are not limited to the job specification contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by the Executive Director or supervising Program Director.

Administrative

- Attend staff meetings as needed
- Assist in mailings, cleaning and other administrative duties
- Assist in Golf Tournament and necessary preparation
- Make follow up evaluation calls for programs
- Maintain evaluation and statistics on all programming

Programing

- Leads and assists in Camptown programs during the day, after school or on field trips
- Leads and assists in pre-trip training sessions
- Coordinate groups and equipment for Camptown trips such as preparing fishing gear, hauling canoes, etc.
- Check-in and clean equipment used on trips getting ready for next trip
- Keep office, CRUX climbing facility, warehouse, bathrooms, and kitchen areas clean and organized, including but not limited to vacuuming, dusting, emptying trash and recycling, disinfecting toilets/sinks, cleaning climbing mats, cleaning behind the climbing wall, clean windows and warehouse
- Keep Camptown vehicles clean before and after programs
- Assist in vehicle maintenance notifying Operations Manager when maintenance needs are noticed

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: High school diploma or general education degree (GED) is required. Wilderness First Aid and CPR is preferred. Experience in outdoor related activities is highly desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to walk distances of 10 miles in a day carrying a backpack weighing 1/3 of their body weight. Walking and climbing difficult terrain are required.

Other requirements: A valid Indiana driver's license with a good driving history is required. Complete successful criminal background and drug testing.

Employee Signature: _____

Date: _____