



Office Manager & Communications Intern

Higher Ground at Lake Louise is a Christian Summer Camp for kids and adults who long for fun and peace. We create tailored, Christ-centered camp experiences to lead campers to know, love, and serve God. This is possible through the beautiful natural environment, our caring staff, and life-changing encounters with the Father heart of God.

As our **Office Manager and Social Communications Intern**, you will share the story of Higher Ground and our mission to help young people cultivate, nourish, and grow a stronger relationship with God through our social media channels, and on our website. You'll have the opportunity to capture moments of pure spiritual connection as our campers experience the wonder of God's natural world, and fellowship with each other. You'll also be essential in keeping our camp office running smoothly, and serve as a welcoming presence for campers and their families.

General Requirements:

- **Empathy** - Our ideal candidate is mindful of the everyday challenges facing young people, and is dedicated to fostering healthy growth in mind, body, and spirit.
- **An open mind** - We aspire to make *all* of our campers, employees, and volunteers feel welcome. That means creating an environment without fear of judgment and encouraging mutual respect.
- **Be on a journey of your own** - You should have a strong connection with your faith, and be on your own spiritual journey with Jesus Christ. Your experiences will provide campers with an authentic sense of understanding, and inspiration for continuing their own journeys.
- **Respectful attitude** - Your reverence and respect for God's creation extends to your work at Higher Ground. That means demonstrating appropriate boundaries with other campers, staff, and volunteers, receiving feedback with grace, and giving yourself time to rest and re-energize for each work day.
- **Be compassionate** - A welcoming, positive experience for parents, campers, volunteers, and visitors is essential to our mission. Our ideal candidate will treat others with compassion, listen to their needs, and provide outstanding service to help Higher Ground fulfil our mission and continue to thrive.
- **Be creative** - You know what a great story looks like and sounds like, and you're able to capture it through photos and compelling language. Your creativity will help capture beautiful moments of growth, discovery, and connection at Higher Ground, and share them with the world.

Essential Functions & Responsibilities: (including but not limited to)

- Write blogs, website content, and social posts; assist in coordinating our monthly e-newsletter
- Photographing and recording camp activities
- Support camp check-in and check-out
- General administrative support (filing, processing incoming/outgoing mail, etc.)

- Maintain accurate records and assist with data entry
- Assist in volunteer management and coordination
- Attend weekly group meetings and Bible study
- Read, know, and adhere to Higher Ground camp rules and policies
- Meet with the Resident Manager weekly
- Assist with cleanliness of the cabins, buildings, and outdoor experience at Higher Ground

Required Knowledge, Skills, and Abilities:

- Ability to participate in strenuous activities
- Ability to work cooperatively and creatively
- Must pass required background checks
- Be a growing Christian on your own spiritual journey with Jesus Christ
- Be willing and able to perform daily various kitchen and maintenance duties as assigned

Compensation and benefits:

- Weekly/daily stipend
- Accommodations and utilities provided
- Meals and snacks provided
- Potential college credit

Note:

Please note that Higher Ground at Lake Louise will always have American Baptist roots and connections, but will continue to partner with multiple Christian denominations and organizations to maximize our Kingdom impact. Our mission at Higher Ground at Lake Louise is to provide a place where campers can come to know God, love God, and learn to serve God through developing faith in Jesus Christ. We ask that you do not emphasize or denounce any particular Christian denominational beliefs, but rather that you present the campers with the Gospel of Jesus Christ and practical ways that they can live out their faith. If a camper approaches you about an apparent controversial topic between denominations, encourage that camper's desire to know more, but tactfully encourage him/her to discuss the matter with his/her home church pastor or parents.

By signing below, I attest to having read the above job description and agree to work within the boundaries set forth by Higher Ground at Lake Louise. I understand what is expected of me and agree to fulfill these duties to the best of my abilities.

I _____ have read the above Job Description and agree to fulfill all duties of the Resident Program Director.

Signature

Date

(Some fine print)

Procedures are governed by policies executed by the Board of Directors, as well as qualifications outlined by Michigan DSS Rule 109(1) and must be executed accordingly. The work is performed under the general supervision of the Higher Ground at Lake Louise Board of Directors (Board).