Operations Intern Job Description

Accountability: The Intern reports directly to the Director of Program Innovation. Additionally, they may receive oversight from the Executive Director of Bellwether Farm and the Bishop of The Episcopal Church in Ohio.

Principal Responsibilities:

1. The Intern will serve as our behind-the-scenes crew, assisting in whatever ways the director and assistant director deems fit
2. Assist with meal clean up and organization, purchasing, and handing out of all snack times
3. Take photos and videos of camp activities (Ensure footage is taken of all camp activities throughout the session)
4. Create and prepare all nametags by cabin for each upcoming session
5. Organize t-shirts by cabin for each upcoming session
6. Assist the directors in coordinating duty schedules and communicating them with up-to-date information to other summer team members
7. Present on the weekends/the night before the camp sessions to prepare for the week.
8. Organize and store the best pictures and videos throughout the summer on a hard drive
9. Coordinate and organize photos and materials daily
10. Make a slideshow video with music of each session to be shared with the entire camp on closing day
11. Upload, and filter through each session's photos and update session
12. Maintain, care for, and be responsible for all technology, cameras, and gear
13. Take cabin pictures of the cabin every campfire night
14. Create a staff video throughout the summer to be shown at end of summer staff banquet
15. Assists the Summer Camp Nurse with all medication administration and record-keeping, and provides support as needed.

Additional Expectations: See a need, fill a need. Be prepared to implement any additional work responsibilities that may be asked of you.

Desired Specific Qualifications: At least 18 years old, ideally has completed their freshman year of college, desire to work with young people in a fast-paced environment, flexible, active spiritual life, and willingness to be a team player.