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## internship program | 2010/2011

### Overview

Mount Hermon offers internship opportunities for young adults interested in exploring Christian Camp and Conference ministry as a vocation. Internships are available at both our Santa Cruz Mountain location and at Kidder Creek in northern California. The following objectives are set forth to clarify our intentions for these positions.

- Internships are in a specific departmental role at Mount Hermon and involve training and work experience in executing responsibilities primarily in that area. Interns are not 'gophers' nor do they 'shadow' their supervisors. They work as integral members of our team, both supervised and independently, serving guests and performing essential job functions.
- Interns agree to enter into a formal development program as a part of their experience. Community living, intentional processing, life coaching, and various aspects of spiritual formation and mentoring are incorporated into the program.
- Professional development to acquire marketable skills and exposure to camp ministry opportunities beyond the departmental role are part of the experience. This is not 'just a job'. Interns will be asked to participate in group activities and interdepartmental functions that serve to round out the experience.
- We value continued education and believe it is a valuable tool in equipping our interns with both a solid theological foundation and groundwork for a future in Christian Camping and Conference ministry. Interns will thus have the opportunity to enroll in discounted seminary level courses at Western Seminary's Mount Hermon offerings.

### Expectations

Mount Hermon's internship program is a 1 or 2 year program for recent college graduates. A full year commitment is asked initially. Opportunities to extend the experience to include a second year will be made available come Spring through an extensive proposal and interview process.

This is a twelve month position starting September 8, 2010 and ending after the conclusion of summer on September 7, 2011. Summer assignments are typically made by late January during the internship year, and interns spend some portion of their time preparing for their summer role even if it is outside of their primary department. All interns will fully join summer staff and be held to our Community Living Contract for the summer months. With the exception of Guest Services Interns, all others should plan to fill a summer position within their assigned department.

Interns should expect to work a minimum range of 40-45 hours per week. About 90% of this time (on average) is spent in work for the primary department, and about 10% is spent in interdepartmental activities such as participation in staff meetings, prayer times and breakfasts, attendance at staff retreat, participation in the Christian Camp and Conference Association sectional conference, and other activities assigned by the internship committee or immediate supervisor.

An additional 5 hours per week is expected in applied learning and personal/community development. This includes a facilitated curriculum with components of life coaching, spiritual formation, group processing, mentoring, and professional development. Emphasis is placed on intentionally processing the internship and includes the application and development of various spiritual disciplines and skills. At the Santa Cruz Mountain locations this will be conducted as a group experience. At Kidder Creek this curriculum may be facilitated informally and individually through various mentors. All duties related to this component of the program take place during the regular work week, but are not to interfere with normal work hours or responsibilities.

Mount Hermon has partnered with Western Seminary to provide a unique opportunity for further education. The training offered in collaboration with Western Seminary provides distinctive and focused training for persons involved—or seeking involvement—in the field of Christian camping. The student will receive training that is biblically and theologically grounded, equipping him or her for interdenominational ministry leadership in the camp and conference setting. Interns may choose to enroll and pay for such classes at a discounted rate.

### Compensation

Interns receive \$1,000 per month plus a F.L.I.P. (Food, Lodging, Instruction, and Program) Package, bringing their yearly compensation package up to approximately \$23,300 per year.

- Food includes some meals throughout the year and all meals in summer months.
- Lodging includes rent-free housing with a shared room, utilities and garbage collection are included.
- Instruction includes (1) nine months of professional life coaching through Ministry Coaching International, (2) additional teaching, curriculum, and training experiences (3) discounted tuition associated with coursework at Western Seminary.
- Program includes professional conferences and spiritual retreats, camp visits, uniforms, guest speakers, team building, and weekly development time.

Interns also receive ten paid vacation days per term; usually one week at Christmas and one week in the spring prior to start of the summer season. (This includes Mount Hermon's Christmas holiday).

All interns have the opportunity to participate in a support raising program called Amicus to supplement their income if desired. Interns are able to raise up to an additional \$10,000 per year that is tax deductible to supporters. Please contact Human Resources for more information.

Medical benefits are not provided through Mount Hermon.

## Positions Available for 2010-2011 Season

### Santa Cruz, CA

#### Guest Services Department:

**Audio/Visual**—Provides sound, lighting and technical support to Mount Hermon guests at all three Santa Cruz camp locations. Coordinates the duplication and selling of audio messages.

(1 position, supervisor: IT/AV Manager, Dave Peterson)

**IT**— Provide technical support to Mount Hermon staff and assist IT Manager in the day to day operations of maintaining the technology used at Mount Hermon, including troubleshooting tech support needs, installing and upgrading computers and technology equipment, and special projects.

(1 position, supervisor: IT/AV Manager, Dave Peterson)

**Conference Services**— Hosts and cares for weekend guests, assists with planning and details for guest groups, works with other guest services departments (e.g. custodial, housekeeping, food service). Will have opportunity to lead or organize at least one guest group. The **Conference Center** intern will focus primarily on coordinating and hosting mid-week and weekend church guest groups and develop a working knowledge of conference coordination. The **Redwood Camp** and **Ponderosa Lodge** interns will focus on hosting guest groups at their prospective sites. In addition, one intern will directly work with Marketing to develop and maintain strategic efforts and another will work directly with Program in various support roles and events.

(3 positions, supervisor: Conference Services Manager, Sharon Renwick; and Conference Services Coordinator, Shami Benjamin)

**Dining Management**— Works with Food Service and Dining staff to create a hospitable atmosphere in our conference dining facility, works with part-time staff who serve guests in a variety of capacities, supervisory and management of a crew.

(1 position, supervisor: Food Service Lead Supervisor, Gretchen Fullmer)

#### Program Department

**Program Administration** -- Provide administrative support to the Director of Program and Marketing as well as other members of the Program team. Systemize procedures and coordinate projects designed to efficiently execute various year round retreats and summer programs. Coordinate the many behind the scenes details required to successfully run a program. Proficiency in Word and Excel required.

(1 position, supervisor: Director of Program and Marketing, Lisa Olson)

**Children's Ministries** -- Program, plan and execute year-round events involving children, assist in preparation and execution of summer programs at Redwood Camp, participate in promotion of camps and recruitment of summer staff, church relations, hosting responsibilities for guest groups, staffing recreation as needed.

(1 position, supervisor: Director of Children's Ministries, Chafer Cox)

**Youth and Young Adult Ministries** - Program, plan and execute year-round events involving junior high, high school and young adults, participate in preparation and execution of summer programs for youth and young adults, promotion of camps and recruitment of summer staff, church relations, hosting responsibilities for guest groups, staffing recreation as needed.

(2 positions, supervisor: Director of Youth and Young Adult Ministries, Charlie Broxton)

**Adventure/Recreation**— Planning, executing and expanding recreation at all three sites for Mount Hermon sponsored events and guest groups. Facilitate rec offerings to guests through paintball, kayak tours, archery, and team building workshops. Program high adventure (climbing walls, ziplines, high ropes), the Fieldhouse, mountain biking, skatepark, and game room. Receive training equivalent to Level 1 ACCT Challenge Course Facilitator. Both interns will work as vital members of the program team, however one intern will have a recreation emphasis and another will focus on adventure.

(2 Positions, supervisors: Director of Adventure Programs, Nate Pfeffercorn and Recreation Coordinator, Matt Meisner)

#### Marketing:

**Videography**— Working with and for the Art Department to produce high quality video products for all departments at Mount Hermon. Applications include video streaming, highlight videos of events, promotional videos, videos for programmatic use, advancement applications, training pieces, etc... Deliverables range from hard copy media to web ready content. Working knowledge of Apple Studio Pro and Adobe After Effects required.

(1 position, supervisor: Marketing Production Manager, Andrea Bonilla)

**Graphic Design** – Working with and for the Art Department to produce high quality graphic design for a wide variety of applications including marketing pieces and internal documents. A great portfolio builder. Working knowledge of InDesign, Illustrator, and Photoshop required.

(1 position, supervisor: Art Director, Peter Thomsen)

**Marketing** – Work with and for Marketing as it intersects with Church Relations, Advancement, Guest Services, and Program by attending to the sales of our existing programs and rentals. The intern will become proficient in “telling the story” of our ministry to different audiences, from different perspectives, and through different mediums. This will produce value in the form of copywriting, video production, personal relationships, and coordination of strategic marketing initiatives.

(1 position, supervisor: Marketing Production Manager, Andrea Bonilla)

#### Operations:

**Bookshop** – Work with the Bookshop Manager to serve customers, schedule and supervise hourly employees, manage inventory, work with speakers and authors who come to Mount Hermon, and conduct special projects, including selection and ordering of merchandise.

(1 position, supervisor: Bookshop Manager Shelly Hernandez)

**Accounting** -- Develop an understanding of overall accounting flow and relationship to other departments and functions while assisting with monthly accounting activities. Support annual budgeting processes and audit preparation. Receive hands on training and experience for operating a camp and conference center business office.

(1 position, supervisor: Accounting Manager, Chris Gudnason)

**Human Resources** – Work within the HR department, engaging in the many aspects of recruiting, screening, interviewing, hiring, training, scheduling, document processing, and administration of Mount Hermon’s summer, part-time, and full-time staff.

(1 position, supervisor: Human Resources Summer Staff Administrator Laurie Loofbourrow)

## Kidder Creek in Fort Jones, CA

### Program Department:

**Program/Marketing**— Promote Kidder’s programs year-round through strengthening and creating relationships with partnering and youth pastors and churches. Plan and execute summer programs in a variety of venues, providing oversight to seasonal leaders of Kidder Creek programs, and participate in summer staff recruitment.

(1 position, supervisor: Director, Pete Morrill)

**Ranch/Facilities** – Providing year-round ranch management and facility support, training and caring for some horses year-round, maintaining facilities, and preparing for and leading the summer horsemanship program.

(1 position, supervisor: Director, Pete Morrill)

## Application Process

New applicants should download an application and reference forms via the web or request forms from the Human Resources office. All completed applications are to be returned to HR (attention: Laurie).

Applications are accepted beginning in July and will be received until all positions are filled, no later than September 6.

HR will do the preliminary screening and then forward applications to the appropriate supervisor. All applicants are required to submit at least one Work Reference, at least one Pastoral Reference, and a current resume with their application. Only once an application, references, and resume are received will an applicant be considered for a position. A series of interviews will be conducted with candidates before final hiring decisions are made.

Hiring decisions are made on a rolling basis as suitable candidates are found, so delay in applying is discouraged.

Once accepted into the program, interns must complete and submit their application to Western Seminary (for a non-degree student applicant. Credits are transferable to a degree program if desired.) prior to final hiring.

You may contact any department supervisor directly, but please feel free to contact us with any questions or concerns regarding the internship program:

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