



## Camp Twin Lakes Camp Planning Internship –Atlanta

Camp Twin Lakes is a network of camps providing life-changing experiences for thousands of Georgia's children with serious illnesses, disabilities and other challenges. For more information about Camp Twin Lakes, please visit [www.CampTwinLakes.org](http://www.CampTwinLakes.org).

12-16 week internships are offered year-round to coincide with your school calendar.

### **Job Qualifications Desired**

- Prefer background in recreation, child development, education, experiential education, outdoor recreation, leisure studies or related field
- Previous camp or youth experience
- Understanding of CTL's mission and objectives
- Desire and ability to learn about camp planning and management
- Strong interpersonal and communication skills
- Knowledge of populations served and program areas
- Basic computer skills (Microsoft Word, Excel, Power Point)

Responsible to: Mandy Smith, Program Coordinator

### **Responsibilities vary depending upon time of year but may include:**

- Function as the Assistant Camp Director
- Update or create operating procedures for camp
- Attend and lead activities
- Create and post volunteer advertisements, brochures, and flyers for camp staff
- Market and recruit summer volunteers through promotional materials, fairs, college campuses, club presentations, etc.
- Review and update camper & volunteer applications
- Assist with camper and volunteer interviews
- Create camp program schedules
- Complete some administrative tasks (copying, assembling packets or manuals, phone calls, photography)
- Organize staff and camper applicant materials
- Respond to prospective volunteer staff applicants by email, mail, or phone
- Assist with volunteer screening and hiring process
- Provide feedback and assist in planning for staff training
- Assist with volunteer orientation curriculum
- Attend Camp Programs as the Assistant Camp Director

**Fall/Spring Camp Programs Intern will assist with include:**

- Camp To Go- a hospital based camp program for youth in Georgia's children hospitals
- Others as needed

**Summer Camp Programs Intern will assist with include:**

- Camp AcheAway- for children ages 6-15 who are living with juvenile arthritis or a related disease
- Camp New Hope- for children ages 6-14 with sickle cell disease
- Camp Breathe Easy- for children ages 7-13 with asthma
- Others as needed

**For more information, please contact:**

Mandy Smith, Camp Coordinator  
Camp Twin Lakes, 600 Means Street, Suite 110, Atlanta, GA 30318

[mandy@camptwinlakes.org](mailto:mandy@camptwinlakes.org)

404-231-9887 x235

Fax: 404-577-8854