

Camp Planning Internship for Children's Healthcare of Atlanta:

With the partnership between Children's Healthcare of Atlanta and Camp Twin Lakes, camps provide life-changing experiences at its state-of-the-art, fully accessible camps in Rutledge, Georgia; Camp Will-A-Way in Winder, Georgia; and other locations throughout the state.

Camp Planning Intern

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 CHOA's and 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: Claire Aikens, Program Coordinator- Children's Healthcare of Atlanta and Camp Twin Lakes

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 Camp Programs Intern will assist with include:

- Camp To Go- a hospital based camp program for youth in Georgia's children hospitals
- Camp No Limb-itations- A family weekend for children and their families who are limb deficient or amputees. Attendance to be determined.

Spring Camp Programs Intern will assist with include:

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

Summer Camp Programs Intern will assist with include:

- Camp Courage-for camper ages 7-15 with craniofacial disorders –Camp Twin Lakes, Will-A-Way
- Camp Carpe Diem for camper ages 7-15 with epilepsy and seizure disorders –Camp Twin Lakes, Will-A-Way
- Day Camp Krazy Legs-for campers ages 5-10 with Spina Bifida–The Chattahoochee Nature Center,
- Camp Krazy Legs-for campers ages 8-18 with Spina Bifida–Camp Twin Lakes, Rutledge, GA
- Camp Strong4Life-for campers ages 9-14 with childhood obesity–Camp Twin Lakes, Will-A-Way

For more information, please contact:

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