



Position Title: Internship

Areas of Focus Available:

- Environmental Sustainability & Program Development
- Fundraising, Events, Marketing & Communication

Hours: 32+ hours per week

Duration: 6-9 months (flexible start and end dates beginning as early as September 1, 2021)

Compensation: Monthly stipend and on-site housing provided

To Apply: Submit a current resume and cover letter to jobs@lutherwoodoregon.org

Join the year-round team at Camp Lutherwood Oregon with an internship that offers hands-on apprenticeship style learning. Lutherwood staff and outside professionals in chosen field of interest will offer mentorship and coaching throughout entire internship.

Camp Lutherwood Oregon is a year-round camp and retreat ministry serving congregations and communities in Oregon and Southwest Washington. It is located in the coastal foothills 25 miles northwest of Eugene, Oregon. For additional information visit lutherwoodoregon.org.

In addition to duties and projects for area of focus, the following expectation and duties apply to all intern positions.

General Expectations

- Actively support the members of the year-round staff team
- Participate fully in the life and community of Camp Lutherwood Oregon
- Extend hospitality to all guests
- Actively pursue personal spiritual development and practice
- Represent the ministry of Camp Lutherwood Oregon at all gatherings
- Follow ACA (American Camp Association) standards in all areas of camp operations
- Manage time and complete projects on time
- Participate in the MJ Murdock Charitable Trust Retreat, October 1-3, 2021
- Meet with mentors and other coaches throughout the internship
- Be willing to work nights and weekends as needed

General Duties

- Assist with daily office tasks including mail, running errands as needed, and answering phones
- Assist with cleaning as needed
- Assist with hosting of all groups as assigned and needed
- Assist with food preparation, delivery, and clean up, including dish crew
- Assist with planning and preparing for all work days
- Provide camp security through on-site living
- Participate in opportunities to promote Camp Lutherwood Oregon
- Assist Directors and other staff as needed
- Complete all other duties as assigned

Physical Demands: Able to lift a 50-pound bag of rice, carry it 25 feet, and place it on a shelf three-feet high. The physical effort typically applied in this job includes: Lifting, Carrying, Reaching, Pulling, Pushing, Stooping, Standing, Bending, Speaking, and Listening