



Koinonia Conference Grounds

Job Description

Job Title:	Intern		
Department:	Program	Pay range:	\$18 / HOUSING / MEALS
Reports to:	Program Manager	Category:	Non-exempt
		Date approved:	February 2025

General Position Summary

The purpose is to develop an individual who feels called to full-time camp ministry. A one-year paid internship in which you learn about all aspects of Koinonia and gain an extensive understanding of camp ministry.

Essential Functions/Major Responsibilities:

- Work department shifts as assigned
- Assist the Guest Services Manager with all retreat groups
- Develop and assist with KCG youth and family camps
- Facilitate challenge course elements.
- Plan and carry out extra family activities.

Secondary Responsibilities:

- Become acquainted with all departments and how they work together in the ministry of KCG.
- Training in learning styles, childhood and adolescent development, Christian camping, and leadership.
- Create an internship portfolio.
- Assist in recruiting, interviewing, and reference-checking summer and camp staff.
- All other duties as assigned.

Qualifications/Skills Required:

- A Christian in agreement with KCG's statement of faith, consistent Christian testimony, and growing personal relationship with Jesus Christ.
- Current California's food handlers' card.
- Adhere to KCG's dress code and professional standards for personal grooming and appearance
- Able to work well with co-workers.
- A desire to pursue Christian camp or conference ministry as a full-time profession.
- Willingness to commit to the one-year internship.
- 21 years of age with a valid driver's license is preferred, not required.
- Satisfactory completion of a background investigation
- Ability to provide proof of eligibility to work in the United States

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

Physical Demands:

Sit <1 Consecutive hours <1 Total hours per day
 Stand/Walk 2-3 Consecutive hours 6-8 Total hours per day
 Employee may alternate between sit/stand as needed.
 Only uses left hand/arm Only uses right hand/arm Uses both hands/arms

	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	25 feet			
*Key				
Occasionally	Frequently		Continuously	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

Employee signature _____ Date _____

Supervisor signature _____ Date _____