



Westminster Woods Camp
18487 Barber Rd
Fall River, KS 67047
wmwcamp@gmail.com

Westminster Woods is dedicated to the glory of God by helping campers of all ages build and strengthen their relationship with Christ, and with each other, through time set aside for Christian education, prayer, worship, and play.

All staff members will be trained in various skills and then will implement the Westminster Woods Summer Camp Program.

Office Intern

The office intern will provide support to campers and staff in office by working closely with Diane to answer phone, keep accurate camp records, check in campers, print reports and labels for each camp, record bills and deposits, build any promotional activity, keep office organized, keep t-shirt inventory, keep petty cash records, handle snack shack money, and various other responsibilities.

This position is accountable to Diane and Brian.

The office intern does not directly supervise any other staff.

The office intern shall perform all these duties related to the position as assigned by Diane or Brian, including (but not limited to):

1. To guard the hearts of all of the staff with no exceptions by seeking to find and emphasis everyone's strengths without drawing attention to their faults.
2. To serve as a mature Christian example for the campers and fellow staff.
3. To think before acting and make wise decisions.
4. To perform all office tasks assigned.
5. To keep regular office hours from 9 to 5 each day.
6. This position will not attend morning chapel but can participate in any camp activity after 5:00 p.m.
7. To keep accurate records of all phone calls and parent and camper request.
8. To make Brian and Diane and then camp staff (on a need to know basis) aware of all special circumstances.
9. To be on time to all staff required meetings.
10. To pay attention during staff meetings so individual instruction will be unnecessary.
11. To show respect to all campers regardless of their actions.
12. If staying at camp to clean your own sleeping and bathroom area and participate fully in the cleaning of the rest of the camp while paying special attention to cleaning up after yourself and showing respect to the work of others.
13. To be willing to do any task assigned by camp management.