



Intern Program | 2017 – 2018

Overview

Mount Hermon offers internship opportunities for young adults interested in exploring Christian Camp and Conference ministry as a vocation. The following objectives are set forth to clarify our intentions for these positions.

- Internships are in a specific departmental role at Mount Hermon and involve training and work experience in executing responsibilities primarily in that area. Interns are not ‘gophers’ nor do they ‘shadow’ their supervisors. They work as integral members of our team, with supervised independence, serving guests and performing essential job functions to grow and develop them for their future careers.
- Interns agree to enter into a formal development program as a part of their experience. The purpose of this program is to help each intern build his or her life on the foundation of God’s holy-love, to discover how God has uniquely created him or her, to learn to live and love in authentic Biblical community and to obtain relevant skills for life, work and ministry.
- Professional development to acquire marketable skills and exposure to camp ministry opportunities beyond the departmental role are part of the experience. This is not ‘just a job’. Interns will be asked to participate in group activities and interdepartmental functions that serve to round out the experience.

Expectations

Mount Hermon’s intern program is a 1 or 2-year program for recent college graduates. A 12 month commitment is required. Opportunities to extend the experience to include a second year will be made available come spring through an extensive proposal and interview process. The second year internship is available only to those interns who have proven themselves as effective leaders in the first year of their internship.

This is a twelve-month position starting September 11, 2017 and ending in September 6, 2018. Summer assignments are typically made by late January during the internship year. All interns will fully join summer staff and be required to sign our Community Living Contract for the summer months. All interns will fill a summer position within their assigned department.

Interns should expect to work a minimum range of 40-45 hours per week. About 90% of this time (on average) is spent in work for the primary department, and about 10% is spent in interdepartmental activities such as participation in staff meetings, prayer times and breakfasts, attendance at staff retreat, participation in other activities assigned by the internship committee or immediate supervisor.

An additional 5 hours per week is expected in applied learning and personal/community development. This includes a facilitated curriculum with components of theological studies, personality/temperament assessments, group projects, community living and both personal and professional development. Emphasis is placed on intentionally processing the internship and includes the application and development of various spiritual disciplines and skills. All duties related to this component of the program take place during the regular work week, but are not to interfere with normal work hours or responsibilities.

Allowance

Interns receive \$1,000 stipend per month.

- Food includes some meals throughout the year and all meals in summer months.
- Lodging includes rent-free housing with possibly a shared room; utilities and garbage collection are included.
- Instruction includes (1) books and materials for all curriculum, (2) additional teaching, curriculum, and training experiences (3) necessary work-related training.

- Program includes professional conferences and spiritual retreats, camp visits, uniforms, guest speakers, team building, and weekly development time.

Interns also receive ten paid vacation days per 12-month internship that must be taken before May 1, 2018 (This includes Mount Hermon's Christmas holiday).

All interns have the opportunity to participate in a support-raising program called Amicus to supplement their income if desired. Interns are able to raise up to an additional \$10,000 per year that is tax deductible to supporters. Please contact Human Resources for more information.

Medical benefits are not provided through Mount Hermon.

Positions Available for 2017-2018 Season

Santa Cruz, CA

Guest Services Department:

- **Reservations and Event Services Intern** – Hosts and cares for weekend guests, assists with planning and details for guest groups, works with other guest services departments (e.g. custodial, housekeeping, food service). Will have opportunity to lead or organize at least one guest group. (3 positions, 2 supervisors: Reservations & Event Services Manager)

Program Department:

- **Children's Ministries**—Program, plan and execute year-round events involving children, assist in preparation and execution of summer programs at Redwood Camp, participate in promotion of camps and recruitment of summer staff, church relations, hosting responsibilities for guest groups, staffing recreation as needed.
(2 positions, supervisor: Director of Children's and Family Ministries)
- **Youth and Young Adult Ministries**—Program, plan and execute year-round events involving junior high, high school and young adults, participate in preparation and execution of summer programs for youth and young adults, promotion of camps and recruitment of summer staff, church relations, hosting responsibilities for guest groups.
(2 positions, supervisor: Director of Youth and Young Adult Ministries)

Adventure/Recreation Department:

- **Recreation** – Planning, executing and expanding recreation at all three sites for Mount Hermon sponsored events and guest groups. Facilitate recreation offerings to guests through paintball, kayak tours, archery, and team building workshops. Program high adventure (climbing walls, zip lines, high ropes), the Fieldhouse, mountain biking, skate park, and game room. Receive training equivalent to Level 1 ACCT Challenge Course Facilitator. The intern will work as vital members of the program team, with a recreation emphasis.
(2 positions, supervisor: Recreation Manager)

Creative Services:

- **Videography** – Work with and for the Creative Services Department to produce high quality video products for all departments at Mount Hermon. Applications include video streaming, highlight videos of events, promotional videos, videos for programmatic use, advancement applications, training pieces, etc... Deliverables range from hard copy media to web ready content. Working knowledge of Apple Studio Pro and Adobe After Effects required.
(2 positions, supervisor: Video Production Specialist)
- **Graphic Design** – Working with and for the Creative Services Department to produce high quality graphic design for a wide variety of applications including marketing pieces and internal documents. Working

knowledge of InDesign, Illustrator, and Photoshop required.
(1 position, supervisor: Senior Designer)

Application Process

New applicants should go through the proper application process online at:
<http://www.mounthermon.org/jobs#internships>

Applications are available and open online as of April 10, 2017 and will be accepted until all positions are filled, no later than September 2, 2017.

Human Resources will do the preliminary screening and will forward applications to the appropriate supervisor. All applicants are required to submit at least two Professional References (regarding work ethic), at least two Personal References (regarding spiritual maturity), and a current resume with their application. Only once an application, references, and resume are received will an applicant be considered for a position. A series of interviews will be conducted with candidates before final hiring decisions are made.

Hiring decisions are made on a rolling basis as suitable candidates are found, so we suggest applying early.

Please feel free to contact Mount Hermon's HR department with any questions or concerns regarding the intern program:

Stacey Palau
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Human Resources
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