



REACH

CAMP LOGISTICS INTERN

REACH Ministries, through the love of Jesus, extends compassionate care to those affected by HIV/AIDS and all life-threatening illnesses and situations.

REACH Ministries is seeking a seeking a part-time summer intern to assist Camp Director in planning and coordinating all logistics, including volunteers, for REACH Camp, a family camp for children with HIV/AIDS and their families.

Applicants interested in applying knowledge and skills gained from academic study in a planned and supervised work environment; interested in event-planning; interested in exploring HIV/AIDS, psychosocial development, and the sociological implications, with an approach of compassion and grace, will benefit from this internship opportunity.

Skills Required

- Detail-oriented
- Good organizational skills and follow-through
- Enthusiasm and flexibility
- Strong interpersonal skills; ability to work well both in a team environment and independently
- Ability to work with a diverse range of people
- Proficiency in Microsoft Word, Excel, Outlook, Publisher and web-based research

Responsibilities

- Procure all necessary supplies for camp, including requesting donations from corporate and local businesses
- Work with Camp Director in managing volunteers, including paperwork and trainings
- Serve as a hub “communicator” to ensure all behind-the-scenes details are met between all contacts, including drivers, volunteers, volunteer teams, staff, families, flight agencies, etc.
- Assist Program/Camp Director with family registration and paperwork
- Perform occasional organizational office tasks

Commitment

- Summer: June to mid-September
- 24 – 40 hours as needed
- Monthly Stipend

Please submit an online application by May 2nd (negotiable) at www.REACHministries.org.
Contact Merry Moyer at mmoyer@REACHministries.org for questions or to submit a resume.

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