



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 Director of Programs in planning and coordinating of all logistics for REACH Camp.

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

Skills Required

- Proficiency in Microsoft Word, Excel, Outlook, Publisher and web-based research
- Detail-oriented, good organizational skills
- Strong interpersonal skills, works well both in a team environment and independently
- Ability to work with a diverse range of people
- Enthusiasm, flexibility and ability to adjust for “the good of the body”

Responsibilities

- Assist Program/Camp Director with volunteer trainings and logistics planning leading up to and during Camp
- Develop and maintain transportation schedule; coordinate the pre-camp logistics for families (including local and air transportation, both commercial and private) along with Advisory Team members
- Prepare for and attend Camp Trainings and Advisory Team meetings
- Assist Program/Camp Director with managing volunteers and volunteer paperwork
- Procure donations of supplies from corporate and local businesses
- Advocate for REACH when deemed necessary and appropriate (i.e. with community, founders, volunteers, churches, etc.).
- Perform occasional organizational office tasks (i.e. shredding, cleaning, handbooks, mailings)
- Assist in fundraising toward position

Commitment

- Summer: May - September
- 24 – 40 hours as needed
- Room and board negotiable

Please submit an online application at www.REACHministries.org. To submit a resume, or for additional information, contact Merry Moyer at info@REACHministries.org