

Internship Application



Contact Information

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone () _____ Ok to text? Yes No

E-Mail Address _____

Birthdate / / _____ Male Female

U.S. Citizen? Yes No If no, are you eligible to work in the U.S.? Yes No

Experience

List your previous or current ministry and volunteer experience (example: youth ministry, music ministry, camp counselor, etc.)

Summarize your experience in the above areas.

Education and Training

Name of College/University _____

Course of Study/Major _____

Years Completed _____

Graduated? Yes No If yes, when? _____

Special training or certifications _____

Internship Application



References

Name	Phone Number	Years Known	Relationship
	()		
	()		
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OPTIONAL SECTION - Church and Spiritual Background

Name of home church _____

Denomination _____

How long have you attended? _____

Name of Senior/Lead Pastor _____

Summarize when and how you became a Christ follower. Also, summarize your church and ministry history and experience, including volunteer work, etc.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am admitted to the Internship Program, Bridge of Grace reserves the right to disqualify me from said program for any reason it deems appropriate. I hereby release and hold Bridge of Grace harmless from all claims arising under this application. I further understand that any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Online Authorization for Signature: *By typing my name, I am "signing" an electronic document. I certify that the information contained in this online internship application is true and correct. This is the electronic version of my signature and legally binding.*

Signature

Date

Thank you for completing this application and for your interest in serving with us.

Once you have completed the application, please email it, along with your cover letter and resume to:

office@bridgeofgracemc.org.

If you choose to mail this application, please send the three items to:
Bridge of Grace, 5100 Gaywood Drive, Fort Wayne, IN 46806

Love the Lord your God with all your heart, soul, mind, and strength...Love your neighbor as yourself...No other commandment is greater than these.

Mark 12:30-31

Summer Camp Intern Job Description



**A strong and healthy community begins in the heart of each neighborhood
...That they may be encouraged in heart and united in love... Colossians 2:2**

Department: Community Outreach

Exempt/Nonexempt: Nonexempt

Reports to: Camp Director

Salary Range: \$100 - \$300 weekly

Effective: Summer 2019 (Monday, July 1st – Sunday, July 28th)

Bridge of Grace intentionally seeks out the heart of God in regards to the Mount Vernon Park neighborhood and beyond. We value employees who give wholeheartedly for His purposes.

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever necessary to ensure the success of our endeavors to the Glory of God. Founded in 2011, this organization's primary function is to walk boldly in the transforming power of Jesus Christ as we aspire to develop our community.

General Position Summary:

Summer Camp Interns play a key role in planning and leading camps for kids during the summer months. With a strong emphasis on spiritual growth and relationship with Jesus Christ, Bridge of Grace partners with the Fort Wayne Police Department and the Fort Wayne Fire Department to provide enriching experiences developed to keep kids off the streets during the summer, to strengthen the relationship between the campers, law enforcement, and fire department, and also to educate campers on these professions. Summer Camp Interns have the responsibility to uphold the highest of standards and relate to campers, parents, church members and staff with the utmost respect and reverence as a Christian in accordance with Colossians 4:6, which says, "Let your conversation be always full of grace, seasoned with salt..." This position requires high energy and the ability to make quick and sensitive decisions while attending to the individual needs of each child during a fast-paced camp.

Summer Camp Intern Job Description



Essential Functions/Major Responsibilities:

- Assist with check-in and check-out of each camper at the beginning and end of each camp day. This may include interacting with families and campers, and/or completing and filing paperwork.
- Assist and work closely with Camp Director
- Record and/or take pictures of campers and staff interactions, and camp activities and events
- Be involved with and monitor meals and meal temperatures
- Keep a close eye on all campers to ensure a fun and safe environment
- Assist in running camp activities
- Responsible for setting up and cleaning up all activities
- Attend required meetings and trainings
- Contribute to brainstorming sessions in an effort to plan and create fun and enriching activities
- Participate in all camp activities while providing leadership and sharing enthusiasm
- Work with Unit Heads, Program Directors, and other staff to meet the needs of the campers
- Encourage respect for personal property, camp equipment and facilities, as well as equipment and facilities while on field trips
- Commit to and uphold all camp rules
- Set a good example for the campers
- Observe camper's behavior, assess its appropriateness and apply any necessary strategic discipline
- Enforce appropriate safety regulations and emergency procedures
- Be present and on time for each activity period on and off site
- Provide leadership while instructing, guiding, and motivating campers during each activity
- Establish individual respect and relationships with each assigned camper
- Identify and meet the needs of campers
- Know the whereabouts of assigned campers at all times
- Actively participate and supervise campers at activities
- Work to develop a group/team feeling/spirit within the camp as a whole

Experience and Qualifications

- College Student or Graduate student
- Desire and ability to work with children in all types of environments and in public settings
- Strength and endurance required to maintain consistent supervision of participants for the duration of the camp
- Ability to communicate effectively and work creatively with campers, parents, volunteers, coworkers, and office staff

Summer Camp Intern Job Description



- Ability to organize and perform work efficiently, strong attention to details, creative problem solving skills
- Ability to be a positive member of the team and to accept supervision and guidance
- Outstanding character and integrity
- Visual and auditory ability to identify and respond to environmental or other hazards related to camp activities
- Ability to use a computer, the internet, word processing, spreadsheet, presentation, and email software

Physical Requirements: Must have high energy and can stand, walk, jump, and be very active for several hours at a time. Must be able to lift heavy loads and operate tools. Interns must recognize that working in the non-profit environment is demanding work, which sometimes requires working long or irregular hours.

This description is not intended to be a limited list of assignments and allows for additions and changes as deemed necessary.

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