

Gravatt Camp and Conference Center

Summer 2017 Internship Opportunities

Gravatt is a sanctuary for the ministry of faith formation, hospitality, leadership development, and environmental education.

Established in 1949, Gravatt Camp and Conference Center is a retreat center and summer camp nestled on over 270 pine-covered acres outside of Aiken, South Carolina. Gravatt offers an outdoor Christian youth camp, environmental education, and challenge course. Gravatt hosts conferences, meetings, training, and retreats, serving churches, schools, not-for-profit organizations, and other groups whose purposes include human development, character development, education, or training.

Gravatt internships are designed to introduce young adults to a nonprofit camp and conference center work environment, providing the opportunity to decide if this type of work is a possible career path. Interns at Gravatt also acquire valuable supplementary skills during their service period and make contact with potential future employers within and outside of camp and conference ministry. The Gravatt internship is a perfect opportunity for high school graduates, new college graduates, and college students taking a year off to determine their vocational path. At the start of the service period, each intern sets personal goals with their supervisor to make the experience as mutually beneficial as possible.

Service Period: May 26 – August 10, 2017 Work Schedule: Average 40 hours per week; evening and weekend work required Remuneration: \$1200 stipend + room and board

All applicants must be motivated, organized, polite, trustworthy, flexible, able to complete tasks in a timely manner with little supervision, and interested in working in a faith-based environment. Living on site is required.

Program Intern

The program intern will focus on agricultural and outdoor education programs. Primary duties may include

- Planting, harvesting, farm maintenance, produce cleaning, preserving, and packaging
- Conducting school groups, farm to table, and other programs
- Facilitating challenge course groups
- Completing special projects
- Setting up for conference groups
- Lifeguarding for conference center groups
- Caring for animals
- Serving as a conference group host (rotating schedule)

Other related duties may be assigned based on Gravatt's needs and the interests of the intern. Applicants should have or be willing to obtain (at Gravatt's expense) lifeguarding certification. Applicant must enjoy working outdoors and be able to lift 50 pounds.

Kitchen Intern

The kitchen intern will assist with all aspects of managing the conference center kitchen and dining room. Primary duties may include

- Prepping, cooking, and baking
- Cleaning and organizing kitchen and dining room
- Assisting with ordering and menu planning
- Working with farm staff to coordinate food coming from Gravatt's garden to kitchen
- Assisting with food preservation and sale of preserved foods
- Interacting with guests
- Serving as a conference group host (rotating schedule)

Other related duties may be assigned based on Gravatt's needs and the interests of the intern. Applicant must enjoy cooking and be able to lift 50 pounds.

Marketing Intern

The marketing and development intern will assist in the day to day operations of the Gravatt marketing and development department.

Primary duties may include

- Maintaining the website and social media sites
- Designing marketing materials
- Writing articles, newsletters, press releases, and grants
- Representing Gravatt at civic and industry events
- Assisting with Gravatt's annual fundraiser, Under the Tent
- Answering the telephone
- Completing special projects
- Serving as a conference group host (rotating schedule)

Other related duties may be assigned based on Gravatt's needs and the interests of the intern. Applicant must enjoy an office setting. Written and oral communication skills are necessary. Ability to use Microsoft Office Suite is required.

Operations Intern

The operations intern will assist with maintenance and repair of buildings, grounds, equipment, and other facilities consistent with Gravatt's mission and established policies and procedures.

Primary duties may include

- Assisting with regular maintenance and upkeep of buildings and grounds, including but not limited to routine duties such as lawn care, minor repairs, painting, trash removal, recycling, etc.
- Caring for animals
- Completing special projects
- Setting up for conference groups
- Serving as the primary conference group host

Other related duties may be assigned based on Gravatt's needs and the interests of the intern. Applicant must enjoy working outdoors and be able to lift 50 pounds.

Applications may be obtained on our website: www.campgravatt.org.

To apply for any of these positions, submit cover letter, application, resume, and contact information for three professional references to ops@campgravatt.org.