

2010 Program Assistant -- Internship Description

Rainbow Trail has Program Assistant positions open for the 2010-2011 retreat season. The position is a two-semester commitment, starting September 1, 2010 and ending May 15, 2011. The purposes of this position are to provide an opportunity for each applicant to experience all aspects of year-round outdoor ministry and to experience the partnership between outdoor ministry and the synods, congregations, and organizations of the ELCA.

Rainbow Trail's goals are to support and facilitate each applicant in his/her decision to make outdoor ministry a career and to enhance the applicant's ministry skills throughout the greater church.

Program Assistant responsibilities include:

Retreat Hosting:

Duties include:

- Preparation prior to a group's arrival (setting up coffee bars, turning on heat, shoveling walks)
- Greeting and hosting each group throughout the weekend (kitchen help, light maintenance)
- Leading the group programmatically (games, worship, campfires, archery, hikes, and environmental activities)
- Clean-up and close-down site after a group leaves (trash run, general cleaning)

Promotion:

Assist in writing newsletters and developing brochures in conjunction with the Executive Director and Assistant Directors. Assist in updating the web site. Travel to synod congregations to promote camp at Sunday schools and worships.

Recruiting:

Help prepare for recruiting at midwest college fairs. Re-produce applications and reference forms, and make pre-visit telephone calls to campus career centers. Possibly visit Colorado schools for campus interviews. Send out service agreement packets, file completed agreements, and mail follow-up paperwork. Compile and mail staff training letters.

Administrative:

Spend midweek days that are not days off in the office to accomplish necessary clerical and phone work. Write and send out contracts to groups, compose letters for current and future programs, file and organize information, attend occasional board meetings, and research information in order to improve Rainbow Trail programming.

Special Events:

Attend events such as Rainbow Trail's Bible Study writers' retreat, off-site retreats & workdays, AdventFest, the Rocky Mountain Synod's Senior High and Junior High Youth Gatherings, Synod Assembly, and Thrivent events, where an RTALC presence is needed.

COMPENSATION

\$900 per month

Room & board provided on-site

Health insurance

Training sessions -

Monthly half-day training sessions lead by the Executive Director, Assistant Directors, and other full-time staff, on topics relevant to Rainbow Trail's ministry and outdoor ministry as a full-time profession.

Request an application by phone, mail, fax or e-mail:

Rainbow Trail Lutheran Camp
Ben Larson, Assistant Director
P.O. Box T
Hillside, Colorado 81232

719-431-0050
719-942-4000 fax

ben@rainbowtrailorg

Applications are due by June 15, 2010