

CAMP WAR EAGLE

RECRUITING INTERN

JOB DESCRIPTION

The Amazing Camp War Eagle Recruiting Internship is an integral part of camp and is a position designed for one who can assist in the process of recruiting staff for the summer, supervise personnel, as well as other additional responsibilities. There will also be an optional spiritual enrichment element to this program that you will be involved in.

Qualifications and Experience

- *Must be at least 21 years old*
- *Prior experience with Camp War Eagle preferred*

Responsibilities

Recruiting Intern duties include, but are not limited to the following:

- *Responsible to Camp War Eagle Directors*
- *Summer Staff Recruiting Assistant*
 - *Pre-Campus Preparation*
 - *Contacting Former staff members for new staff recommendations*
 - *Contacting Professors, Student Organizations, Churches/Ministries to advertise about our recruiting visit*
 - *Contacting Former Staff and New Hires about networking and recruiting visit*
 - *Contacting Potential Staff members about interest in summer employment*
 - *Recruiting Former Staff to return*
 - *Social Media*
 - *On Campus Recruitment*
 - *Working the Recruitment Table and passing out promotional material*
 - *Marketing campus with posters and chalking's and social media*
 - *Making announcements at different ministries and classrooms and clubs*
 - *Spending time with Camp War Eagle former and potential staff members*
 - *Networking with professors, students, and other people on campuses*
 - *Potentially interviewing potential staff members (this will be determined by need on each campus)*
 - *Recruitment of former staff to return*
 - *Post Recruitment Process*
 - *Following up with new potential employees about submitting application and references*
 - *Making Job offers and Hires*
 - *Follow up with former staff about submitting application and references*
- *Remote Recruiting Lead-this involves contacting people on campuses that we will not recruit at to help get the word out about camp and generate zoom interviews*
 - *This is determined by need – Satellite Recruiters help with this as well*



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Responsibilities Continued

- *Human Resources Assistant*
 - *Screening and Selection of applicants*
 - *Reading Staff applications and references*
 - *Spot checking references by calling to confirm reference details*
 - *Double checking prospective staff's interview card entry into the database originally done by the recruiter*
 - *Communicating with potential employees about getting in summer documentation*
- *Staff Reunion Assistance*
- *Assisting other Program staff in off season prep and summer planning*
- *Camper Recruiting Assistance*
- *Serving weekly with either Ozone or SOAR*
- *Groups and Retreat Assistance*
- *Other duties as assigned*
- *Serving as a Camp War Eagle employee during the summer at either Residential camp or Day Camp or a combination of both*
 - *The Internship throughout the year does not translate to an automatic top staff or counselor leadership position in the summer – position in the summer is determined by staff need and also evaluation of where we feel the intern best serves the summer needs of Camp War Eagle, based on their performance as an intern and previous summers if applicable.*

Office & Travel

- *When not traveling for recruiting, interns will office with the program staff in one of the following locations: Overnight Camp, The Jones Center, or The Rogers Center*
- *Recruiting Travel: The intern will be on the road recruiting at different universities in Arkansas and the surrounding states an average of 5 to 6 weeks in the Fall and again in the Spring (with expenses paid for lodging and gas, and for majority of food up to a spending limit for each day).*

Skills Gained

- *Marketing experience*
- *Sales experience*
- *Management experience*
- *Networking experience*
- *Strategic planning and time management as you manage several tasks and campuses at one time*
- *Communication skills as you communicate with contacts on campus as well as make several announcements and*
- *Administrative experience*
- *Budgeting*
- *Conflict Management*
- *Teamwork as you serve on several recruitment teams*
- *Human Resources Experience*



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Essential Functions

- *Able to lift a 50 pound box*
- *Able to model Christ-like love to campers and staff*
- *Able to perform necessary CPR functions*
- *Able to obtain and maintain specific certifications*
- *Able to operate MS based information systems*

