

## Outdoor Ministry Internship at DuBois Center

OUR FAITH AND...      Program Leadership  
                                 Collaborative Efforts  
                                 Environmental Stewardship  
                                 Our Unique Gifts and Talents...

Grounded in our faith, learning from one another and working together, at DuBois Center we provide life-changing experiences for children, youth, families, congregations and community groups.

More than a job, this ministry internship provides an opportunity for young adults to build their knowledge and experience base in a variety of different areas. The focus is on the skills necessary to be successful in the fields of camping, youth & children's ministry, recreation and other service-related vocations. Key focus areas of learning include creating safe spaces, program leadership and implementation, staff supervision, partnership development, hospitality/retreat management, event planning, facility maintenance, food service, operational management and ACA standards.

A team approach, with a commitment to coaching and training, helps us live into the vision of DuBois Center as a significant ministry of the congregations of the Illinois South Conference of the United Church of Christ.

### Areas of Focus:

Working collaboratively with the Director of Outdoor Ministries, other Conference staff members, and volunteer teams, focus areas of this ministry internship include:

- The development of a short-term vision for ministry and 12-18 month plan for implementation and enhancement of DuBois Center programs, facility operations and guest group hosting based on this vision;
- Nature's Classroom: Based on our short-term vision for ministry - the day to day operations including program implementation; staff recruitment, training, hiring and supervision; promotion of the program; developing and maintaining relationships with key school personnel; budget management; meeting all applicable state laws and ACA standards; and serving as an instructor and coordinator for Nature's Classroom program;
- Summer Camp: Based on our short-term vision for ministry – the day to day operations including program implementation; paid and volunteer staff recruitment, training, hiring and supervision; promotion of the program; developing and maintaining relationships with key volunteers; budget management; meeting all applicable state laws and ACA standards; and serving as the coordinator of a program area - barn, main camp or rustic village or waterfront;
- Local Church Connection: Work with and in local congregations of the Illinois South Conference to help them engage a new vision for their ministries in relation to Outdoor Ministries;
- ACA: Day to day implementation of ACA Standards, with the goal of ensuring they are "lived out" in all DuBois Center programs, activities and operations;
- Retreats: Coordination and implementation;

## Ministry Internship at DuBois Center – page 2

- Guest Groups Hosting: Implementation and enhancement, serving as a host for guest groups as assigned;
- Special Events: Assistance with planning and implementation of annual and special events, such as the Fall Festival, Christmas Party and Clergy Days;
- Public Relations and Promotion: Assistance with the development and implementation of a year-round plan of public relations and promotion of DuBois Center programs and facilities;
- Food Service, Housekeeping, Facility & Property Maintenance: Participation in all aspects of these critical support services;
- Outdoor Ministries Team (OMT) and sub-committees: Participation and support;
- Illinois South Conference staff team: Participation and collaborative work.

### Expectations & Agreements:

1. Expectations: During the first three weeks of the internship, the intern and supervisor will meet to clarify expectations of one another and the focus of the internship, identify areas of special interest, skills the intern would like to develop, and experiences they would like to have during the period of the internship.
2. Reflection Sessions: The intern and supervisor will meet at least once per month for the purpose of ensuring that the intern is receiving appropriate information and support. This is also a time for reflection on the experience of ministry, professional questions and understandings, and identified areas for learning.
3. The Illinois South Conference (The Conference) agrees to provide a salary of \$1350-1450 (before taxes) per month, depending on qualifications. This is paid in two equal monthly installments.
4. The Conference will provide health care benefits through the UCC Pension Boards or a mutually agreed upon alternative.
5. The Conference will provide and maintain a shared residence at DuBois Center for use by the Ministry Interns, and will pay for utilities and basic phone costs (not including international calls or internet service). The Conference is responsible for the maintenance of this residence and will be responsive to the need for repairs and renovations. The Ministry Intern is responsible for treating any furnishing provided with care and consideration. The Ministry Intern is also responsible for yard work, and properly cleaning the residence throughout and at the end of the intern's stay. (Note: Living on site at DuBois Center is a requirement of this internship.)
6. The Conference will provide quarterly ministry discussion/training sessions with pastors and lay leaders.
7. Time focusing on faith and spirituality will be a regular part of this internship (at least once a month, during non-summer months).
8. The Conference will provide 2.5 days of vacation for each quarter of the calendar year served, as well as designated holidays.
9. The Conference will provide access to camp vehicles (if driving record is acceptable) for camp-related business, and reimbursement for gas for use of an intern's personal car in the performance of the Interns' duties.
10. Meals are available in the dining hall when food service is being provided for guest groups at the camp. Additional food and meals are the responsibility of the Intern.