

Zephyr Point Seminary Intern

Two Positions: Summer Youth Educator & Summer Staff Chaplain
REPORTS TO: ZEPHYR POINT DIRECTOR OF PROGRAMS



Position Description:

The Seminary Interns are responsible for working alongside the Zephyr Point Director of Programs to plan, execute, and support summer spiritual offerings. The Seminary Interns will work together to design and implement all Zephyr Point summer worship services, including Sunday Morning Worship, Wednesday Vespers, and special worship offerings. Both Seminary Interns will also provide general support for all Zephyr Point camps and adult offerings to gain experience with camp and conference administration and facilitation. In addition to these shared responsibilities, the Seminary Interns will have a unique specialization that determines their primary area of focus.

Summer Youth Educator: The Summer Youth Educator will be primarily responsible for implementation of the summer camp curriculum. This individual will work with Zephyr Point year-round staff to prepare lessons and train Summer Staff leadership to offer daily camp "trail talks." Trail talks include homily-like lessons related to daily theme, guided activities, and other hands-on learning opportunities. This position is well-suited for an individual who is passionate about camp ministry and is excited to balance a variety of tasks ranging from worship planning and leadership, administrative oversight of camp schedules and rotations, and providing pastoral support for Zephyr Point campers and guests of all ages.

Summer Staff Chaplain: The Summer Staff Chaplain will be primarily responsible for providing support to our seasonal summer staff, typically composed of young adults ages 18-24. As Summer Staff Chaplain, you will design opportunities for community development of the staff, provide spiritual care, and act as advocate for Summer Staff needs throughout the summer season. This position is well-suited for an individual who is passionate about working with young adults and is excited to balance a variety of tasks ranging from worship planning and leadership, developing events that foster community, and providing pastoral support for seasonal staff members.

Job Duties:

General Responsibilities:

- Work with Director of Programs to plan, execute, and provide support for all spiritual program offerings at Zephyr Point during the summer season
- Co-design Sunday Morning Worship and Wednesday Night vespers services, including coordinating and preparing guest preachers, leaders and musicians
- Work with other Seminary intern to design or recruit leadership for special spiritual offerings (i.e. Artist Retreat Vespers, bible studies, or misc. workshops)
- Provide general support for all camps and adult programs in-session, as assigned by program department staff
- Effectively build rapport with campers, parents, counselors, and Zephyr Point staff
- Role-model inclusive behavior and facilitate a positive group culture
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of program
- Aid with daily check-in/check-out & transportation for Day Camp program (when assigned)
- Other duties may be assigned.*

Summer Youth Educator Specialized Duties:

- Work with Day Camp Coordinator to design trail talk program, including lesson planning, teaching age-appropriate lessons, and designing a trail talk speaker rotation for all age groups
- Provide support for Basecamp Guest Speakers leading up to start of camp and while camp is in-session

Summer Camp Chaplain Specialized Duties:

- Develop a system for regular check-ins with members of the Summer Staff throughout the summer, supporting their spiritual health and holistic well-being
- Design community events for Summer Staff members that contribute to positive group culture.
- Act as advocate and mediator for Summer Staff community
- Provide regular opportunities for spiritual development appropriate for a multifaith group of young adults.

Qualifications:

Required Qualifications

- Enrolled in Seminary Program
- Ability to pass a criminal background check
- Strong administrative skills with the ability manage many tasks at a time while maintaining close attention to detail
- Excellent oral and written communication skills and the ability to respond professionally over phone and by email
- Experience in a summer camp or child/youth ministry context
- Ability to clearly, assertively, and effectively communicate orally to groups of adults and children
- Passion for supporting successful recreational and educational events for participants from a wide variety of ages, interests, and backgrounds
- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- Ability to manage self-care and energy throughout a busy and intense summer season

Required Certifications – Must be obtained by the first day of camp

Certifications must be valid through the employment end date.

- CPR/First Aid certification (Provided during staff training week, if needed)

Preferred Qualifications

- Experience with worship design and leadership
- Proficiency in Spanish
- Past experience with program or event planning
- Experience facilitating group activities
- Mental Health First Aid certification (free online training available)

Required Physical Demands

- Ability to walk and stand on feet nearly 8 hours a day.
- Ability to walk up and down a minimum of 20 flights of stairs a day with campers.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 50lbs

Work Schedule:

The Seminary Intern position is full-time (40/hr week) beginning June 4, 2025 and terminating on August 18, 2025. The Seminary Intern is expected to maintain a flexible and changing schedule throughout the summer that is dependent on the programs scheduled for each week. The Seminary Intern will work with Zephyr Point year-round staff on a regular basis to develop a manageable schedule given the program offerings scheduled for the week ahead. A majority of the Seminary Intern's job responsibilities will take place Monday-Friday between the hours of 8:00am – 4:00 pm, in addition to weekly worship Services on Sunday mornings and Wednesday evenings.

Compensation and Benefits:

- Compensation: \$5,000 for the summer
- On-site Housing (June 2nd – August 18th)
- Lunch provided on work days through term of employment
- One-time travel stipend available (100-500 miles = \$100; 500-1000 miles = \$200; 1000+ = \$300)

*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

Employee Name

Employee Signature