

*Rainbow Trail has two Program Assistant positions open for the upcoming Retreat Season.
The position is a two-semester commitment - the last week of August to mid-May*

Rainbow Trail Lutheran Camp 2023-2024 Program Assistant Internship Description

The purposes of this position are to provide an opportunity for each intern to experience all aspects of year-round outdoor ministry and to experience the partnerships between outdoor ministry and the synods, congregations, and organizations of the ELCA. This internship is in partnership with the ELCA Vocational Fellowship program. Rainbow Trail's goals are to support and facilitate each intern in their decision to make outdoor ministry a career and to enhance the intern's ministry skills throughout the greater church.

Program Assistant responsibilities include:

Retreat Hosting

Prepare the site for a group's arrival. Welcome and host groups in partnership with Directors and other staff. Assist with kitchen help and light maintenance as needed. Provide program leadership including team building activities, worship, hikes, and stewardship activities as contracted by the group. Close down the site after group departures.

Promotion

Assist in writing newsletters and developing brochures in conjunction with Full Time 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. Visit a Colorado school for campus interviews. Send out service agreement packets, file completed agreements, and mail follow-up paperwork.

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, 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, and other events where an RTLC presence is needed.

COMPENSATION

\$1100 per month --- Room & board provided on-site, Monthly food stipend for additional groceries Health & Dental Insurance, PTO & Flex Days, ELCA Coaching Sessions, Unlimited Telehealth Therapy, and Relocation Stipend

Training Sessions --- Monthly training sessions led by Full Time Directors on topics relevant to Rainbow Trail's ministry and outdoor ministry as a full-time profession.

Scholarship toward Lutheran Outdoor Ministries Conference attendance --- Dozens of Lutheran camps are represented at this annual conference to learn, grow, and network.

Rainbow Trail Lutheran Camp
2023-2024 Program Assistant Annual Training Calendar

SEPTEMBER

Training Emphasis: Initial Orientation – 3 days

Training Emphasis: Hospitality

- Read book “Raving Fans” and discuss
- Discuss need for Systems approach to hospitality
- Write hospitality portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

OCTOBER

Training Emphasis: Outdoor Ministry (OM) Philosophy

- Philosophy Workshop
- Write initial part of OM philosophy
- Philosophy piece reviewed

Training Emphasis: Risk Management

- Risk Management Workshop
- View Camp White cloud video and discuss
- Write Risk Management portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

NOVEMBER

Training Emphasis: Site and Facilities

- Maintenance Workshop
- Talk about preventative maintenance/PM plan, work orders
- Write Maintenance portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

Training Emphasis: Budgeting

- Budgeting Workshop
- Develop budget for an upcoming RTLC sponsored retreat
- Write budgeting portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

DECEMBER

Training Emphasis: Fund Development/Donor Relations

- Fund Development Workshop
- Help with Christmas mailing
- Write Fund Development portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

Training Emphasis: Working with Staff & Volunteers

- Staffing (Year Round Approach) Workshop
- Volunteers in Your Program Workshop
- Talk about Memorial Day, Work groups, Ambassadors
- Write Staff & Volunteer portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

JANUARY

Training Emphasis: Board Relations

- Board Relations workshop
- Meet with our board chair
- Write Board portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

Training Emphasis: Working with Recruiting/Hiring

- Interviewing questionnaire/techniques Workshop
- Hands on recruiting at Colorado Colleges
- Develop own interview questionnaire
- Write recruiting portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

FEBRUARY

Training Emphasis: Resume writing and interviewing

- Resume and interviewing workshop
- Write new resume and have reviewed

Training Emphasis: Marketing

- Marketing Workshop
- What is marketing and why is it important
- How is it different in a non-profit
- Basic components of a marketing plan
- Write marketing portion of personal OM Philosophy

MARCH

Training Emphasis: Program Development & Staff Training

- Program Development Workshop
- Write programming portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

APRIL

Training Emphasis: Finish written philosophy document.