

Internships at Camp Arcadia

Camp Arcadia's internship program is flexible based upon your needs, interests and school requirements for experience. All of Camp's internships mold well into the various departments staff serve. Below are some potential internship opportunities. Have an idea, but don't see it on the list? Please reach out to us! We are willing to be flexible and moldable to meet your needs.

****Internships at Camp Arcadia do not exclude staff from contributing to external departmental work including Trading Post, transition cleaning and evening emergency response.**

Culinary Internship:

As a Culinary Intern, we will help you explore different career options as you delve into the delicious inner core of a culinary non-profit. By the end of the summer, you will have developed new cooking skills, eaten and tasted hundreds of different food items, and made new friends with a summer staff of around 40 other college aged adults! Explore dietary restrictions and allergies, while continuing to prepare hundreds of buffet style and family style meals each week. You will work alongside Chef Taryn Woell and the kitchen staff to continue Camp Arcadia's mission in preparing made from scratch, family style meals!

Archives Internship:

Join Camp Arcadia's Archive Director Ryan Mckenna in bringing 100 years of history to life! You'll work alongside Ryan, and other archival volunteers to dive into Camp's history while preparing to share it with guests, this self motivated department works to preserve and share Camp! This year, Camp Arcadia celebrates its 100th season! From uploading and preserving files, to building exhibits, to many celebrations, you'll be at the heart of the 100th season.

Guest Services Internship:

A guest service experience at Camp Arcadia is mainly focused in our main office. In the office, you will work alongside our office manager, Rachel and 1-2 other office workers. You will greet guests upon arrival, administer check-ins and check-outs. You will provide front desk services to guests, deliver mail and messages, and process guest payments. You will be a source of information to guests on various matters such as paddle rentals, and offsite activities. You will accommodate general and unique requests, while diffusing conflict or tense situations with guests.

Hospitality Internship:

Hospitality is one of the main focuses at Camp Arcadia. In any department we focus on it, but it can be seen mostly in our main office, and as a server in the dining room. Do you have a love for people, and want to expand your knowledge of hospitality to bring to any work setting? Then a hospitality internship could be for you! With any hospitality experience, it is important to recognize the importance of improving employability skills along with developing knowledge and inculcating positive attitudes of the tourism and hospitality industry. In our main office, you will be dealing with guests, and strangers on a day to day basis, handling any needs or complaints they may have. While also managing databases, answering phones, and processing

payments. In the dining room, you will be face to face with guests and families 2 times a day for a family style meal experience. From serving with a smile, to handling strange requests, the dining room service is a highlight for many guests.

Media Internship (Communications):

Camp Arcadia reaches thousands of people each year, and we're known for our friendly, informative, and community-building connections, both on- and offline. Year round, we use a variety of means to effectively communicate with the Camp Arcadia community: physical mailings, social media campaigns, eNewsletters and database emails. A Communications Internship would fall under the "Media Department" and work under the direction of our Donor Relations and Communications Coordinator, Sarah Olson. From designing and implementing campaigns for our Facebook (Meta) and Instagram pages, to interacting with our database software and writing your own newsletters, you will be helping handle the internal communications alongside the office team. You will have access to the full Adobe suite (including Lightroom and Premiere Pro), Camp Arcadia social media pages, our SmugMug account, and thousands of quotes from previous and current guests about their Camp experiences. This internship would be self-directed, with guidance from Sarah and potential collaboration with the other media team members.

Media Internship (Photography/Videography):

Are you looking to build your photography or videography portfolio? As a Photography/Videography intern at Camp Arcadia, you would have the opportunity to capture, curate and create photos and videos of the Camp Arcadia experience - not only for guest use and enjoyment, but also to support Camp Arcadia's promotional, recruitment and fundraising efforts. A Media Internship would fall under the "Media Department" and work under the direction of our Donor Relations and Communications Coordinator, Sarah Olson. Equipped with the full Adobe suite (including Lightroom and Premiere Pro), access to Canva Pro, and some Camp-provided equipment, you will gain invaluable experience managing both weekly and longer-term projects as you capture the beauty of Camp, right on the shores of Lake Michigan. By the end of your internship, be prepared to have a full portfolio of photos and/or videos to share with potential customers or employers demonstrating your work. This internship would be self-directed, with guidance from Sarah and potential collaboration with the other media team members.

Program Internship:

Camp Arcadia serves a wide demographic of individuals over the course of it's season. Individuals who are interested in serving with child, youth, young adults, adults, and/or family services could serve as a Program Intern. Whether it is leading bible study for middle school students, facilitating programs for pre-school children or leading family focused activities, Program Interns can shape their experience at Camp Arcadia to focus on one or two ages groups or a diverse experience. Opportunities for program activities to facilitate range from bible study to story time, mountain biking and hiking to Bingo and tournaments. The Program Internship can fit well with many majors or career choices including:

- Recreational Management or Outdoor Recreation
- Child Life Specialist (well children and family work)
- Family Life
- Youth Ministry
- Theology or Pre-Seminary

Outdoor Ministry

Deaconess

Director of Christian Education (DCE)

Education

Program Interns serve on a team of 6-10 other program staff lead by their peers and supervised by Camp's assistant director.