



# WONDERVU CONFERENCE & RETREAT CENTER

## INTERNSHIP PROGRAM 2012

**" For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future. Then you will call upon me and come pray to me, and I will listen to you. You will seek me and find me when you seek me with all your heart. I will be found by you, declares the Lord, and will bring you back from captivity."**

Jeremiah 29:11-14a

The WCRC Internship program exists to encourage, train, challenge, and grow young leaders between the ages of 18-25. It is a summer long intensive program lasting through the busiest season at Wondervu, or approximately 12 weeks. The internship begins the end of May and is completed the middle of August. The Rocky Mountains of Colorado are the stunning backdrop of this program which takes place in the mountains just west of Denver. The following pages will provide you with answers to your various questions, brief you on specific expectations, give you detailed job descriptions, and cover some of the miscellaneous happenings that occur over the summer camping period.

This packet includes the following:

- **Internship Requirements:** A brief description of minimum expectations that is required of potential interns.
- **Summer Schedule:** An overview of the 2012 schedule.
- **Job Descriptions:** A brief overview of the WCRC outdoor activity program and the positions available that will be held by Wondervu Staff.
- **What to expect:** A look at what to expect while living at WCRC. This includes but is not limited to, what to bring, what not to bring, living arrangements, down time and spiritual growth and development.

### **Application Timetable:**

Both the Internship Application and Reference letter must be postmarked no later than **April 16<sup>th</sup>, 2012** for the application to be considered for this season. If there are any problems with an application or if you have specific questions regarding WCRC Internship please contact us at:

### **WCRC Internship Program**

Wondervu Conference & Retreat Center

11902 Camp Eden Rd

Golden, CO 80403

Phone: (303) 642-7149

Fax: (303) 642-0400

**Email: wondervucrc@gmail.com**

Our hope is for an exciting, adventurous, safe, enjoyable and challenging summer of fun and hard work. If this sounds like the place for you, please consider joining the WCRC team this summer! Thank you for your interest in serving as an intern at Wondervu. We understand that there are many choices available over the summer and we are humbled that you would take the time to consider partnering with us.

Blessings,

Wondervu Conference & Retreat Center Staff

### Internship Requirements:

It is important for applicants to understand that this program requires a lot of dedication in the form of hard work, long hours and minimum pay. WCRC seeks highly motivated, hard-working, Christ-Centered individuals who have a desire to serve others. We also are looking for individuals that can work well in a team environment and desire to grow in their personal journey with Jesus. While specific talents and abilities are not required they can be helpful and will be considered during the interview process. A successful intern must also be a person who respects and submits to authority. This means that you must understand and accept that the WCRC senior staff is in charge and is responsible to the camp owners. Together they decide how things get done and who does them. Even if you are sure that you know a better way, you are not in a position to negotiate with the WCRC senior staff.

As different camp groups arrive throughout the summer, our schedules will change to accommodate the needs of each group, but the way in which we serve them will not. The WCRC staff must see themselves as servants. The needs of our campers will always come before our own needs both as a team and as individuals. Our desire is to see everyone that spends time at Wondervu have the opportunity to be in God's presence and to experience everything that He has planned for them during their time here. As an intern you will be an important part of assuring that happens.

Once hired, interns will be required to complete CPR/First Aid training, outdoor activity training, and a food handler's safety course. Employees of WCRC also must have a medical examination, fingerprinting recorded with the state of Colorado, a background check completed and all necessary employee documentation returned to WCRC prior to their first day of work.

### Summer Schedule:

**Documentation Deadline:** Interns must have all required employee documentation to WCRC no later than May 14<sup>th</sup>, 2012. (unless other arrangements have been made)

**Arrival:** Upon arriving at WCRC interns will be briefed on conduct, expectations, and some miscellaneous information regarding the internship program. Our hope is that interns arrive prepared to jump directly into the work environment. If intern's schedules allow them to arrive prior to May 29, we will spend the time acclimating to the altitude, getting to know one another and becoming oriented to the grounds.

**Training Week:** The first week at camp is a training week. Interns will be spending their time meeting the required training elements, team building, and establishing personal and team goals. Some of the elements include Outdoor Activities and CPR training. You will be expected to demonstrate complete safety and competency when asked to perform for a senior staff person. Our goal is to have fine-tuned, professional, safe and smart interns who show what they know when faced with difficult decisions, but are not afraid to ask questions at the appropriate time.

**2012 Camp Schedule:** A detailed schedule will be available upon your arrival at WCRC.

**May 29:** All staff on grounds no later than 2:00 p.m. welcome, orientation, get settled

**May 30-June 3:** Outdoor Activity Training Sessions (OATS), Conduct Training, etc.

**June 4 - Aug 12:** TBD

**Aug 13:** Depart for home depending on personal schedules.

### **Job Descriptions:**

Although your summer job will include working at a specific outdoor activity, it is important to understand that the full job description skates well outside the lines of one or two chores a day. An intern's job description will go far beyond just working at a specified activity area. There are many jobs to do around the camp that must be accomplished on an ongoing basis; for instance, stacking firewood, maintaining trails, sorting gear, hauling brush, taking out nightly trash, replenishing toilet paper and paper towels, and cleaning **everything** including toilets. Please know that as an intern you will be briefed and then expected to complete the duties lined up for the day. These duties are referred to as, Daily Work Assignments. Activity specific duties will become more prominent as larger groups use the camp and many activities fill up daytime hours. Some days will be filled with a majority of outdoor activities and little manual labor, while other days you will find yourself performing various camp maintenance activities and being involved in a variety of projects. Along with all of the tasks that can be planned for there is always the unforeseen. Sometimes problems arise and issues take place at the most inconvenient time, as WCRC staff you will be required to make changes quickly and you will be expected to maintain the same positive attitude and willingness to serve regardless of the circumstances.

## OUTDOOR ACTIVITY JOB DESCRIPTION OVERVIEW

### Level One:

#### **Ropes Course Leader (1 position available)**

Lead the ropes course activity; belay certified, responsible for safe use of ropes course activity and inspection of equipment; responsible for ropes course assistants; CPR certified and Red Cross first aid certified.

#### **Ropes Course Assistant (2 positions available)**

Assist/responsible to ropes course leader; belay certified, assist campers with harness and getting safely off the course; CPR certified and Red Cross first aid certified.

### Level Two:

#### **Rock Climbing Leader (1 position available)**

Lead the rock climbing activity; belay certified; responsible for safe use of rock climbing activity and inspection of equipment; responsible for rock climbing assistant; CPR certified and Red Cross first aid certified.

#### **Rock Climbing Assistant (2 positions available)**

Assist/responsible to rock climbing leader; belay certified; assist campers with harness and safety gear; CPR certified and Red Cross first aid certified.

### Level Three:

#### **Tree Racing Leader (1 position available)**

Lead the tree racing activity; belay certified, responsible for safe use of tree racing activity and inspection of equipment; responsible for tree racing assistant; CPR certified and Red Cross first aid certified.

#### **Tree Racing Assistant (1 position available)**

Assist/responsible to tree racing leader, belay certified; assist campers with harness and safety gear; CPR certified and Red Cross first aid certified.

### **Activities Coordinator (1 position available)**

Act as liaison between WCRC staff and camper staff to coordinate activities and all resources needed; organization and communication skills are a must; responsible for smooth operation of all activities.

## **What to expect:**

**Housing:** WCRC provides room and board for its entire summer staff. The program includes both young men and women and appropriate living arrangements are provided for each gender. It must be fully understood that gentlemen are not allowed in ladies quarters and vice versa. There are NO exceptions to this rule and there are no verbal warnings given out for breaking this policy. Interns will simply be relieved of further summer duties without compensation.

**Dress Code:** Modest clothing is to be worn at all times. A decent coverage of the body is expected both during work hours and during time off. In addition, undergarments must be covered by outside clothing and any inappropriate image or language on clothing is not allowed. WCRC issues employee t-shirts and work gloves that are to be worn during work hours.

**\*\*See "Complete Packing List" for all items you need to bring.**

## **Essentials: What to bring**

Work Clothes: Must have long sturdy pants that can get dirty during the week.  
Casual Clothes: Clothes for church, days off and hanging out etc.  
Winter Clothes: Summer comes late. It still snows in June!  
Water Bottle!!! We are at 9,000 feet and work outside every day  
Sunscreen, Lip Balm  
Sun Glasses  
Wrist Watch: not a cell phone  
Bible, Notebook, Pen  
Boots: Sturdy hiking or work boots that have already been broken in are highly recommended. Please bring footwear that you will be comfortable in after a 12 hour day.  
Flashlight / Headlamp  
Personal Items: Soap, shampoo, towels, etc.  
Hat / Bandana

## **Optionals: What you could bring**

Mountain Bike  
Camera  
Mp3 Player  
Laptop Computer: No desktops.  
Movies / Games: Subject to approval by Intern Director.  
Personal Pillow & Sleeping Bag or Linens  
Sibling / Family Member: for a visit by permission from Intern Director.

## **Nevers: What not to bring**

Pets  
Extra Vehicles: One per intern maximum.  
Storage Items: There is no room for you to store anything at WCRC.  
Furniture  
Non-Christian Music  
Non-Essentials: Anything not listed above as essential or optional must be approved by the Intern Director.

The WCRC Intern Program exists to encourage, train, challenge and grow young leaders. This is accomplished through 4 different focuses. Throughout the summer you should find yourself living within the context of one of these four focuses at any given time. They are: Discipleship Focus; Vocational Focus; Disciplines Focus and Relational Focus.

- **Discipleship Focus** - Serving, leadership development
- **Vocational Focus** - Different jobs at camp
- **Disciplines Focus** - Devotions, bible study, etc.
- **Relational Focus** - Conflict resolution, "family" dynamics

The intense 12 weeks are filled with many different work experiences, and you may be asking yourself, "...Where and when does the fun take place...?" While we recognize the need for time off, and you will get some, we cannot guarantee specific days or times. Your work schedule will be set by the Camp Manager and Intern Program Director. If you have specific requests for time off during the summer this should be brought up during your interview. At WCRC we view our obligation to our customers (campers) a higher priority than the needs of our employees. All scheduling will be made in light of the priorities of the Camp Manager to serve our campers. Priorities and requests of WCRC staff including interns are secondary to the needs of the camp. Now, this doesn't mean all work and no play. You will have some down time and relaxation. We want this to be a fun experience for you but fun is not the priority for WCRC staff. We are here to assure the campers have fun.

We believe you will come away from your experience at camp better equipped to make choices about your future plans, education and career. You'll also find yourself refreshed by hundreds of kids you've impacted during the summer. You'll be challenged to take your faith to a new level and learn how to serve like Jesus has taught us. Yes, it is hard work but there is a big payoff, changed lives, yours and the kids you influence.

## SPECIAL THANKS

The staff at WCRC would like to thank the many people who have been involved in the development of this program.

Matthew Kremer - Even though it has undergone extensive revision, the inspiration for this program is founded on the extensive work Matthew has done in developing the Rocky Mountain Internship Program (RMSI). We are deeply grateful for his hard work, dedication, and research that made the RMSI program possible.

David Ortega - Many of the finer points that have made this program compatible with the Life Pacific College (LPC) Internship Program have been due to David's input and materials he made available to us. For his dedication to WCRC and interns in general we are sincerely thankful.

Catie VanDuzer - For the many hours volunteered to update and improve this program and for your creative team building activities as well as tireless time spent editing and rewriting manuscripts; thank you!

Our 2010 Summer Intern Staff who through their hard work and dedication helped us continue to develop this program to be one that is well balanced; both in time spent with the Lord, developing spiritually and our ability to live in unity through positive conflict resolution and a willingness to be transparent with one another. The daily disciplines that became a normal part of each day will remain at WCRC long after they have returned to their personal ministries. Thanks! Romans 15:5,6