

## **Internship in Christian Retreat Ministry Position Description**

The Fort Caswell Internship in Christian Retreat ministry is a 6-month or 12-month experience for students and recent graduates. The internship is intended for individuals that wish to gain valuable experience and references for work in an industry that benefits many people across the country: Christian retreats and camping. We are located on the eastern end of Oak Island at the mouth of the Cape Fear River, and primarily serve churches and para-church ministries who want to visit Caswell as a break from the distractions of everyday life and grow closer as a community.

Interns in our program are expected to serve the guests in various capacities and are required to complete a series of training modules that have been designed to give them meaningful experience in at least 9 work areas involved in our organization. In the second half of their internship, participants must conceive of and complete two work projects as a final requirement of passing through the program. The interns' accomplishments are documented in their program notebook and serve as a reference for them and potential future employers.

Primary day-to-day responsibilities include, (but are not limited to):

- Cleaning and setting up classrooms according to guests' instructions prior to their arrival.
- Serving guests in our cafeteria.
- Retail operation in our gift shop and coffee shop.
- Grounds maintenance, such as weeding, spraying weeds, mowing, weed eating, and spreading mulch.
- Assisting with Fort Caswell programs, such as serving breaks, running A/V, and leading worship.
- Representing Caswell in guest interaction and meeting guests' needs.

Applicants should be comfortable with demanding work hours and irregular work schedules. Applicants should also exhibit a genuine passion for serving others and a generally positive disposition and attitude. Applicants must be comfortable participating in Christian spiritual development exercises, such as Bible studies, Church Attendance, and prayer meetings. Applicants should be comfortable living in close community with other interns, in some cases sharing bathroom and kitchen areas.

All interns are expected to represent the values and beliefs of Fort Caswell in their interactions with guests and others for the duration of the internship. Interns living spaces are subject to regular inspection and possession of drugs or alcohol are considered grounds for immediate dismissal. Interns are expected to keep living spaces neat and orderly and must request permission to receive visitors as overnight guests.

Interns are paid \$325 a week and housing is provided for them for the duration of their employment on our 288 acre coastal property. In addition to housing and pay, interns are also allowed to eat any of the frequent meals we serve to guests on our campus, and are allocated a food budget each week when there are no meals in the cafeteria.

Potential applicants are encouraged to contact the CRM Internship Coordinator to ask questions before applying if they wish.