

Indiana Yearly Meeting Program Intern Job Description

The Indiana Yearly Meeting Internship Program is designed to provide a unique experience in ministry and spiritual development through the summer camping program at Quaker Haven Camp. As a Program Intern, you will play a vital role in facilitating and supporting the various activities and operations of the QHC summer programming. The core of this internship is to model Christian service, contribute to the overall spiritual and recreational experiences of campers, and cultivate the environment in which campers of all ages may have a personal encounter with Christ. As a supporting role, you will work closely with camp staff and leadership to ensure the smooth execution of daily activities and programming, eliminate obstacles that could prevent counselors from effectively engaging with campers, and uphold the values and mission of Indiana Yearly Meeting and Quaker Haven Camp.

Responsibilities:

- Prepare and facilitate a smooth registration process for each week of camp
- Set up and tear down equipment as needed for activities and games and other events for campers per the program schedule provided by each week's Camp Director(s)
- Facilitate (not participate in) games, activities and other programming as it occurs unless otherwise directed - it is the Program Intern's **primary responsibility** to keep programmed events running smoothly and according to schedule
- Maintain organization of all program supplies
- Provide audio / video support during chapel services
- Engage positively with campers, parents, counselors, volunteers, and other staff members
- Receive training needed in regards to emergency protocols to ensure the safety and well-being of campers. ***Be prepared to respond calmly and effectively in the event of an emergency or crisis.***
- Receive training needed to facilitate the rockwall and / or zip line experience for campers
- Assist in the facilitation of the Youth Programming and / or child care for Pastor Short Course and Yearly Meeting Sessions as requested by Yearly Meeting Leadership
- Other administrative tasks as assigned
- Serve as a role model for campers of all ages, providing a positive example of service and leadership with humility, and expressing encouragement, spiritual guidance and prayer for campers as opportunities arise
- *Willingness to serve or fill in for a cabin as a counselor if needed at anytime or for a full camp week*

Qualifications:

- A personal relationship with Jesus Christ
- **Applicants must be at least one year removed from camper eligibility, meaning 2026 interns would need to have graduated with or before the class of 2024.** Applicants 21 years or older are preferred.
- A strong commitment to the values and mission of Quaker Haven Camp
- Excellent communication and interpersonal skills, with the ability to connect and engage with diverse individuals of all ages

- Demonstrated professionalism and leadership abilities (preferably in a ministry setting)
- Flexibility and adaptability to navigate the camp environment and respond to changing needs and priorities on short notice
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously
- Desire or heart for service based work - gaining fulfillment by participating in vital behind-the-scenes operations that keep the ministry operating smoothly
- Willingness to work long, irregular hours as required by the camp schedules
- Strong teamwork skills and ability to work well with others
- Ability to accept feedback and have open, constructive conversations with supervisors
- A passion for working with youth - previous experience working or volunteering in the camp setting, youth ministry, or another field of ministry is preferred but not required
- Affiliation with a supporting church is preferred but not required

Expectations:

- Be available from June 12, 2026 until August 2, 2026, including relocating to and working on-site at Quaker Haven Camp for the duration of the camping program season (Off weeks and weekends will be discussed during the interview process)
- **Be on time to and attentive at all scheduled events unless otherwise directed** (this includes required counselor / staff meetings, programming activity set-up, chapel services, meals, etc.)
- Follow instructions as given by Camp Director(s) and other camp leadership - in the event that the instructions are not understood, ask for clarification
- Be flexible with plans and schedule during a camp week - weather, emergencies, spiritual discernment, or daily flow can lead to 'last minute' changes taking place in order to best meet the needs of a camp week
- Intentionally seek to develop leadership skills and practice those skills when opportunities are offered by Camp Director(s)
- Behavior and language to be uplifting at all times, especially around campers, counselors and parents
- Maintain good personal hygiene and a clean, appropriate appearance at all times, serving as positive role models for campers
- All relationships with campers (or individuals eligible to be campers) must remain strictly appropriate, uplifting, and non-romantic, including no dating, intimate contact, or behavior that could be considered a negative influence. Relationships with QHC staff, coworkers, and fellow Program Interns are expected to remain professional while employed
- Abide by and honor all Quaker Haven Camp policies and expectations while on camp grounds
- Keep social media and online presence free from anything that would be considered by QHC or the Yearly Meeting to be derogatory, profane, leading up to, during, and immediately after the summer commitment

Reports to: Heather Clark, Program Coordinator

Additionally, this position falls under the authority of the Indiana Youth & Camping Director, Lauren Reynolds, and each week's respective Camp Director(s).

Compensation: \$3000

Program Interns will receive a paycheck from Indiana Yearly Meeting for their summer salary to total \$3000 (barring withheld taxes per government regulations). Additional compensation is provided by way of room and board for all dates Interns are expected to be onsite at Quaker Haven Camp to fulfill role responsibilities. Indiana Yearly Meeting will also pay mileage reimbursement at the 2026 IRS rate for work-related use of personal vehicles. *It is the responsibility of the intern to submit a request for mileage reimbursement. Recommended use of the app [Everlance](#) for this purpose.*

Quaker Haven Camp is NOT responsible nor obligated to provide housing for Program Interns on days not required for work related responsibilities. Lodging requested on off days or weekends may be required to be paid for out of pocket at a Yearly Meeting discounted rate.

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During this internship we aim to provide you with hands-on experience in facilitating camp programming, leadership development, service, and youth ministry. You'll not only have opportunities for personal and professional growth through training and mentorship, but also opportunities to develop a deeper personal relationship with Christ and clarity of His call on your life.

To apply to be a Program Intern, please fill out [THIS APPLICATION](#)

Applications are due by January 18, 2026 and can be submitted to lauren@iym.org