

# ***RTL C Program Assistant Internship Description***

The purposes of this position are to provide an opportunity for each applicant to experience all aspects of year-round outdoor ministry and to experience the partnership between outdoor ministry and the synods, congregations, and organizations of the ELCA.

Rainbow Trail's goals are to support and facilitate each applicant in his/her decision to make outdoor ministry a career and to enhance the applicant's ministry skills throughout the greater church.

*Program Assistant responsibilities include:*

## **Retreat Hosting:**

Prepare for group arrivals by setting up coffee bars, turning on heat, shoveling walks, etc. Greet and host each group throughout the weekend (kitchen help, light maintenance). Lead programming (games, worship, campfires, archery, hikes, etc) for the group when needed. Clean-up and close-down site after a group leaves (trash run, general cleaning)

## **Promotion:**

Assist in writing newsletters and developing brochures in conjunction with the Executive Director and Assistant Directors. Assist in updating the website. Travel to synod congregations to promote camp at Sunday schools and worships.

## **Recruiting:**

Help prepare for recruiting at midwest college fairs. Re-produce applications and reference forms, and make pre-visit telephone calls to campus career centers. Possibly visit Colorado schools for campus interviews. Send out service agreement packets, file completed agreements, and mail follow-up paperwork. Compile and mail staff training letters.

## **Administrative:**

Spend midweek work days 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, attend occasional board meetings, and research information in order to improve Rainbow Trail programming. Additional tasks appointed by Director staff.

## **Special Events:**

Represent RTL C at events like Off-Site Retreats, Rocky Mountain Synod Youth Gatherings, Synod Assembly, and Thrivent events.

## **COMPENSATION**

\$1,100 per month

Room & board provided on-site

Food stipend

Training sessions – Monthly training sessions led by full time staff, on topics relevant to RTL C's ministry and outdoor ministry as a full-time profession.

# Rainbow Trail Lutheran Camp

## 2026-2027 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:** 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 RTALC 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
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## 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

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

## APRIL

### **PHILOSOPHY WRITING:** Finish written philosophy document.

# RAINBOW TRAIL LUTHERAN CAMP

## STATEMENT OF PHILOSOPHY

- Purpose:** To provide a Christian educational and inspirational experience for young people and families in the context of camp living. We strive to truly be an extension of the local parish, seeking to strengthen and empower the individuals who make up each parish.
- Focus:** We believe the study of the Christian scriptures to be the most important element in our teaching ministry. This is the basic tool in teaching.
- Campers:** We primarily, but not exclusively, serve the camping needs of the congregations in the Rocky Mountain Synod of the Evangelical Lutheran Church In America (ELCA). We emphasize special experiences for Senior High youth through backpacking and for families through family camping.
- Leadership:** We believe camping is primarily people; therefore, we put a great deal of emphasis on adequate Christian leadership. An administrative Director serves as the primary staff person. We employ a staff of adequately selected and trained permanent summer counselors. We also have cooking and administrative staff as well as a full-time maintenance person.
- Small Group:** We believe that people relate best in small groups; therefore, we gear our housing to serve 8 campers and 1 counselor per unit. We operate using a semi-decentralized approach, dividing the total group of campers into 5 villages.
- Facilities:** Buildings and additions are designed to harmonize with our rugged mountain setting.
- Outdoor living:** We make every effort to spend as much time as possible out-of-doors. We try to eat out-of-doors at least once daily.
- The Created Order:** We believe the created order to be a marvelous revelation of God; therefore, we instruct our staff how to use these resources. We provide classes to stimulate interest and increase understanding and knowledge. We use specialists as nature resource leaders.
- Conservation:** Because we are stewards of God's creation, we encourage every camper and group towards preservation and conservation of our natural

resources. We have creative conservation projects for each group. We teach the sacredness of our trust.

- Staff Training:** Because staff training is of great importance, we will provide a correspondence training course for all staff and spend at least ten days of pre-camp staff training.
- Involvement:** We believe involvement to be the key to successful learning. We therefore make every effort to involve campers in the daily program, planning, evaluation, etc. Camper representatives meet with the staff every day and there are many other opportunities for campers to assume leadership roles throughout the week.
- Relationships:** We believe our camp develops excellent Christian relationships. We strive to ensure that campers relate to their local Pastor, to outstanding Christian staff members and to one another.
- Recreation:** Recreation is considered part of the totality of the daily experience. It is an activity which re-creates mind, body and spirit. Relaxation is very important; therefore, our daily schedule encourages a relaxed atmosphere.
- Food:** Excellent food is an absolute necessity. Attractive menus are planned before the camping season and cooks are trained to prepare these foods in the most flavorful and attractive manner.
- Health & Safety:** Health and safety are the highest priority concerns for the whole camp. We require campers to have pre-camp health exams and will provide forms accordingly. Our resident nurse works closely with local hospital and medical facilities. We train our full-time and summer staff in Red Cross First Aid and CPR, and to be safety conscious.