



Year Long Intern Program Description

Purpose:

The RockRidge Canyon Mission Focus is that it will contribute to the mission of Young Life by being Kingdom minded through providing a unique environment for an encounter with Jesus. The purpose of our intern program is to join with us in accomplishing this mission focus. We are seeking people who desire to:

- Grow in their personal relationship with Christ.
- Experience real-life elements of work at a Young Life property.
- Gain a solid understanding of Young Life and Young Life camping staff roles.
- Contribute to your surrounding community.

Qualifications:

This program is for men and women who believe in the mission of Young Life and are seeking the Lord's calling in their lives. Our focus will be on developing life-long leaders in Christian ministry with a focus on camping services. The following qualifications are necessary in order to participate in this program:

1. Must be a believer in Jesus Christ, seeking growth in your spiritual life, currently seeking maturity in your faith and adhere to Young Life's Faith and Conduct statement. We are looking for people who are teachable and have displayed qualities of faithfulness in their lives.
2. Applicants need to have completed their Secondary Education and have at least 2 years of Post Secondary Education or have 2 years of working experience after completion of Secondary Education. College graduates and career people are welcome and encouraged to apply. (RockRidge cannot accommodate married couples due to housing restrictions.)
3. The nature of camp work is physically demanding at times. You will be required to work willingly, cheerfully and to the best of your ability at whatever job assigned. You must be at work each scheduled day unless legitimately sick, be on time and submit to the authority and direction of department managers and camp staff.
4. Candidates must be willing to make the following program and lifestyle commitments:

Commitments:

- 1) To stay for the entire timeframe unless exceptions are made prior to your arrival or unforeseen life events.
- 2) To attend, be on time to, and actively participate in all scheduled intern activities including Bible study, fellowship, discussion groups, worship, and meetings with your mentor. We will assist in facilitating these times, but the success of these opportunities will depend on your willingness to engage and take ownership of both your individual and community intern experience.

- 3) An important part of the Young Life camping philosophy is that we would remove distractions so that we can look to Christ as our sole focus. In order to do this, we will be asking you to lay down certain distractions for the year. This will include a commitment to:
 - a. Refrain from tobacco, alcohol, and drugs for the entire internship.
 - b. Not pursue any new romantic relationships, inside or outside of the camp community.
 - c. Be non-exclusive and non-physical in all relationships.
- 4) It is our encouragement to you that you abstain from excessive media use during the program as this tends to be a barrier to building relationships and disrupts community. (See Media Minimum environment below)
- 5) Throughout your time, you will be a representative of Christ, RockRidge Canyon and Young Life to our guests and the local community. We ask that you commit to being above reproach in all you do to represent the seriousness of this call.

RockRidge Canyon's Commitments:

- 1) The property staff hopes to make your year both rewarding and challenging. There will be much asked and much given as we serve Christ together through our work at camp.
- 2) We will plan and facilitate a fellowship time which is intended to encourage your personal growth with Christ. There will be Bible study, worship, prayer, scripture memorization, a mentor relationship, and small and large group sharing; all while living in a close community with other interns and working alongside other property staff.
- 3) The property staff will train and equip you to carry out the various responsibilities of many different jobs at camp. Our commitment will include teaching the values behind each task that we do, so that you can gain a comprehensive overview of the mission and purpose of Young Life camping.

Life as an Intern:

Intern Housing

- All bedding and towels will be provided. You may want to bring a beach towel. You will have access to laundry facilities.
- You will have access to a kitchenette, but your main dining area will be in Lakeview.
- If you play a musical instrument, please bring it and consider using your gifts to help with Community worship time.
- Leave your pets at home! We are unable to accommodate pets of any kind.
- You will live in community with other men and women sharing a living space. Thus we ask that you not bring more than you will need, **as space and storage is limited.**
- You will be responsible to set "House Rules" for your living quarters which may include laundry times, cleaning schedules, dishes, etc.
- You will be expected to keep bedrooms, bathrooms and shared living spaces clean, neat and organized.

Winter Weather

- You are going to be here for four seasons. The winter is very cold and stays that way for a long time.

- Be sure to pack winter jackets, gloves/mittens, hats and boots. Please look for heavy, lined snow boots.
- If you bring a vehicle be aware that snow tires are a requirement for winter driving. There are places in town where you can buy snow tires in the fall. Drivers must obey Winter Tire and Chain Signs throughout the province from October 1 to March 31.

Media Minimum Environment

In an effort to create an environment free from as many distractions of the world as possible, we are asking for a “media minimum” environment. Come open to ideas about how to balance computer and community time.

- There is no cable or satellite TV at camp.
- Cell phones are encouraged for **Personal** communication, not during work time. The coverage isn’t great, but Bell, Telus and Rogers all provide some service.
- It is fine to bring your personal laptop. Wireless Internet access is provided around camp.
- Our policy for iPods and cell phones is that it is okay to use them during non-work hours. If there are guests in camp do not use these things. During the summer, we collect these from campers, summer staff and work crew when they arrive.
- Please be prepared to limit your use of social media, telephone, video games, movies, etc. This enables you to build deeper relationships and meaningful community.

Life in Princeton

- Princeton is a small town with a small population. Visitors mainly come to hike the Trans Canada trail, which passes through Princeton on the rail bed of the historic Kettle Valley Railway. Other hikes that people enjoy are to the Ochre Bluffs and to the Swan Lake Bird Sanctuary.
- Princeton has a grocery store, drug store, A&W, Dairy Queen and other various coffee shops and local restaurants. There is a decent thrift store as well.
- Seasonally, cross country skiing and Mountain biking are very popular. Apex is located about 1hr away and provides decent snowboarding and skiing. Feel free to bring some of your outdoor gear but remember that storage is limited so don’t go overboard.

Camp Facilities

- There is a small workout room with a treadmill, some free weights, a stationary bike and other workout equipment. This is available for use during the summer and when camp is not being rented out in the School Season.
- RRC staff will be more than happy to mail your letters in town and pick up any mail addressed to you and deliver it to camp.
- Tools/Shop – Camp will provide tools for work related projects. All requests for tools for personal use or shop use for changing your oil, etc. need to be cleared. Please ask and seek training from the Maintenance team for all shop work.
- Video/Sound Equipment: Personal use needs to be cleared through Guest Services
- Food Service: You will receive 3 meals a day from May through August and you are welcome to eat all meals when guests are on site in camp. Lunches are provided Monday – Friday year round to all staff with the exception of December. You will be on your own for Breakfast and

Dinner when groups are not on site. There are generally leftovers available in the staff lounge that can be re-heated year round.

A Typical School-Season Week:

Time alone with God everyday

Full-time camp job (minimum of 40 hours per week)

- Work within department as directed by Supervisor
- Snow shoveling often during winter
- May have all Intern days in the Kitchen or Housekeeping

All Staff devotion once a week

Weekly time with your mentor – initiated by you

Weekly intern “girl-time” and “guy-time”

Weekly church attendance as the schedule allows (there are 5 to choose from in town)

Program Focus:

Christ

1 Corinthians 2:2 “For I am determined to know nothing among you except Jesus Christ and Him crucified.”

John 12:26 “Whoever serves me must follow me; and where I am, my servant also will be. My Father will honor the one who serves me.”

The most important aspect of your internship will be how your faith will be challenged, stretched, and strengthened as you draw closer to Christ daily. It is recognized that every individual is at a different place in their journey and that cultivating a relationship with God rests largely with the individual, not with the program. This program will focus on providing interns with the tools for fostering this relationship with Christ primarily through learning to practice the disciplines that Jesus modeled. Interns will have regular commitments that include study, worship, prayer, fellowship, and mentoring. Active engagement and participation will be necessary to make these times fruitful.

Work

Colossians 3:23 “Whatever you do, work at it with all your heart, as working for the Lord, not for men.”

Among staff at Young Life camps, it is believed that one’s diligent labor is directly connected to the Gospel message that guests will hear. Our work is fundamental to achieving our mission focus of providing guests with exceptional service and premier facilities within an exquisite setting. As property staff, we recognize our calling to be good stewards of all the Lord has given to enable the mission of RockRidge Canyon. You will be asked to join in this stewardship. During your time here, you will be

exposed to the practical sides of the various departments at RockRidge Canyon. There will be many days and weeks where flexibility and adaptability are crucial as we prepare for our guests. This is more than a job; it is a commitment to a lifestyle of work, service and humility.

Community

Romans 15:5-6 “May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ.”

Colossians 3:13-14 “Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.”

RockRidge Canyon interns will live in community on multiple levels. You will be housed with other interns of the same gender, and live in close quarters with all interns. This is truly a unique opportunity and season of life to spend significant time living, working, worshiping and playing together. The intern community is a vital part of the bigger camp community. Together we are continually learning how to serve Christ better and how to love our neighbor as ourselves. Much of your personal growth this year will be dependent on your participation in community growth. A community such as this comes with both immense blessings and also daily challenges. This will require keeping short accounts, speaking truth in love and resolving conflict in a Godly manner.

Career

Matthew 9:37-38 “Then he said to his disciples, “the harvest is plentiful, but the laborers are few; therefore pray earnestly to the Lord of the harvest to send out laborers into his harvest.”

The Lord is looking for people who will be lights in the world, both in ministry and secular positions. We will spend time with each intern looking at their specific gifts and talents and helping them discover how and where they fit into the Great Commission. Help will also be available for interns in exploring possible careers within and outside of Young Life.

Program Specifics:

Salary and Benefits

Interns are considered volunteers and will be paid an honorarium of \$1,250 per month. Room and board (fresh food and leftovers) will be included for the duration of your stay. You will receive 10 days of paid holidays for the year plus 5 days at Christmas. Holidays may be used at your discretion with approval from your supervisor during non-summer months. Only special requests will be approved and will be limited to 2-3 days max. (i.e. close family member’s wedding, etc.)

Job Specifications

School Season: During the school season, interns will all be assigned a primary department (housekeeping, maintenance, office, kitchen and guest services). Work in that department will comprise 3-4 days of the work week. All interns will be asked to work together in areas like the Kitchen and

Housekeeping at least one day a week, and will also work wherever needed to meet guest needs on the weekends, at least 1 day per week. While rotations will be department-focused, all of these roles will require a great deal of flexibility. You will be asked to serve wherever is needed, but will have the chance to develop deeper-level skills in the departments you are assigned to. All interns will have 2 days off per week during the school season. Also, some interns might have a higher concentration in one area than another.

Summer Season: Due to the nature of our busy summer season, all interns will work 6 days a week with 1 day off during July and August. From May to August 15 'Summer Interns' will be added to our community. Each intern is assigned a specific area of responsibility for the summer.

Application Process:

Each applicant will need to complete a Year-Round Intern Application along with a current resume, and have two recommendations filled out on their behalf. One recommendation is to be filled out by a Young Life staff member or Pastor, and the other by an adult who you would consider a spiritual leader in your life.

We will begin reviewing applications in December and January and hope to have the positions filled by February.

You can find the Year Long Intern Application and Recommendations online at:

www.rockridgecanyon.com

Send your completed application to:

mrobinson@younglife.ca with Year Long Intern in the subject line

Or mail your application to:

RockRidge Canyon

Attn: Mike Robinson

Box 1299, 2000 Willies Ranch Rd

Princeton, BC VOX 1W0

The application will not be considered complete until we receive your completed application, a current resume, and both recommendations.

Please feel free to contact me with any questions.

Thumbnail Job Descriptions

Housekeeping Intern*

- Works under the direction of the Housekeeping Supervisor/ Head Housekeeper
- Responsible for the cleanliness of the Pinnacle Day Lodge and three dormitory lodges
- Assist in operation of laundry as scheduled for kitchen/pool/lodges/Adult Guest rooms/Rock Snack Bar/Loft Coffee Bar/housekeeping cleaning cloths/Work Crew shirts and personal laundry for WC & SS
Duties will include:
 - operating commercial washer and dryer
 - operating domestic washers and dryers for small laundry jobs
 - folding laundry as soon as it comes out of dryer
 - returning kitchen laundry to kitchen as soon as possible
- As required, collect all dirty laundry from Adult Guest rooms when notified guests have left
- Facilitate special requests from kitchen or pool for extra laundry requirements
- Ensure laundry room is clean and tidy at the end of every shift
- Maintain inventory of cleaning supplies and paper products, advising Head Housekeeper when inventory is needed
- Co-ordinate short spiritual devotions and prayer times as directed by Head Housekeeper
- Must have valid Class 5 drivers license
- Must be able to train, lead, supervise, and encourage assigned Summer Staff, Work Crew and school season volunteers.

Kitchen Intern*

- Work under the direction of the Food Services Manager
- Oversee and manage the preparation, cooking, and service of food for guests
- Record fridge and freezer temperatures as required by Public Health. Direct Work Crew and Summer Staff kitchen help in preparing ingredients for meals
- Look ahead to future meals and conduct prep work in advance whenever possible (e.g. traying bacon for the following breakfast, etc.).
- Communicate with Bakery Intern to manage oven scheduling
- Communicate all meal service requirements to Dining Room Work Crew Bosses & Hostesses
- Ensure leftovers are appropriately saved, stored, or discarded as directed
- Ensure clean up of work spaces and service counters during and at the end of shift
- Ensure floors are swept and bins are emptied at the end of shift
- Food Services shifts will vary – Interns must be flexible
- Co-ordinate short spiritual devotions and prayer times as directed by Food Services Manager
- Follow all FOODSAFE, Public Health, and RRC kitchen Standard Operating Procedures (SOP's) including safe operation of all equipment
- Must have valid FOODSAFE Level One certification
- Must be able to train, lead, supervise, and encourage assigned Summer Staff, Work Crew and school season volunteers

Office / Retail Intern*

- Works under the supervision of the Office Manager
- Performs general reception duties, including greeting walk-in guests and answering phones in a professional manner
- Assists Office Manager with YL summer camp admin, including 10 Day Call In
- Assists Office Manager with the Adult Guest program
- Performs routine office tasks such as photocopying, filing, and typing
- Responsible for ensuring all health forms are received and filed
- Responsible for ensuring all dietary restrictions are given to the kitchen
- Maintains cleanliness of the property office including the coffee area
- Previous office experience is an asset

Maintenance Intern*

- Work under the supervision of the Site & Facilities Manager
- Assist Property Staff on short and long term building and property maintenance projects
- Must be able to work independently on small building maintenance jobs such as changing light bulbs, plunging toilets, fixing doors, and general repairs
- Must have previous experience operating a variety of hand tools (saws, hammers, drills, etc.)
- Must wear appropriate clothing (including **steel toed work boots**) and safety gear, as required
- Will be required to assist with program events and activities as directed
- Co-ordinate short spiritual devotions and prayer times as directed
- Will be required to complete the on-line Lesage Safety Training
- Must be able to train, lead, supervise, and encourage assigned Summer Staff, Work Crew and school season volunteers.

Guest Services / Sound*

- Works under the supervision of the Operations Manager
- Helps set up and tear down for Rental Groups
- Works alongside the Guest Services team to ensure groups are cared for
- Answer 'radio on call' calls from guest groups
- Meet with Program Team to determine AV requirements for each scheduled event
- Set up and run the appropriate equipment for events
- Mix sound and play approved music for each activity
- Transport and set up equipment to special locations
- Collect, shutdown and store all equipment when finished
- Play entrance music for each meal as requested by the Program Team
- Play music around the pool deck area during free time or as requested by the Program Team
- Conduct a sound check and operate sound board for the band prior to Club
- Prepare and operate multimedia (except PowerPoint) for and during Club
- Ensure protection of sound equipment from weather, theft, and unauthorized usage
- Perform and/or organize equipment repairs (Must have Building Systems Tech approval)
- Treat sound equipment with care to ensure long life and functionality
- Clean and tidy sound booths each day
- Co-ordinate short spiritual devotions and prayer times as directed
- Must be able to train, lead, supervise, and encourage assigned Summer Staff

** NOTE: These job descriptions are not intended to be an exhaustive list of all responsibilities, skills, or working conditions. They are intended to be an accurate reflection of the principal job elements. Other duties may be assigned.*