

# The Forge Internship Overview

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## Program Purpose

**The Forge Internship** is a structured, Christ-centered program designed to develop young adults into servant-leaders who are spiritually grounded, professionally skilled, and personally mature. Interns gain hands-on ministry experience while supporting Camp Westminster's mission to provide exceptional camp and retreat experiences that share the Gospel of Jesus Christ.

### Key Objectives:

- Spiritual formation and discipleship through structured mentorship, Bible study, and devotional practices.
- Leadership development across multiple camp departments with measurable outcomes.
- Practical experience in ministry operations, guest services, administration, and program delivery.
- Professional growth including communication, teamwork, problem-solving, and conflict resolution skills.
- Development of a portfolio documenting achievements, leadership growth, and certifications.
- Contribution to Camp Westminster's operational excellence and guest experience.
- Creation of a long-term leadership pipeline for staff and ministry initiatives.

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## Program Structure

**Duration:** 1–2 years (flexible with academic schedules and credit requirements)

**Weekly Commitment:** 30–40 hours, including rotation tasks, mentorship, reflection, and optional academic integration

### Rotational Experiences:

Interns rotate through multiple departments to ensure a broad skillset and hands-on exposure:

- **Program & Activities:** Plan and lead camper activities, special events, outdoor adventure programs, and team-building exercises. Interns learn program design, risk management, and camper engagement techniques.
- **Guest Services & Hospitality:** Manage group check-ins, assist with logistics, provide Christ-centered hospitality, and gain skills in customer service, communication, and conflict resolution.
- **Kitchen & Food Service:** Support meal preparation, service, dishwashing, and food safety protocols, learning teamwork, operational efficiency, and health standards.
- **Equine Program:** Hands-on horse care, instruction, safety supervision, and equine program management to develop responsibility, attention to detail, and leadership.
- **Facilities & Grounds:** Assist with maintenance, landscaping, event setup, and hazard recognition, gaining practical facility management experience.
- **Administration & Camp Store:** Support office operations, registration, data management, inventory, and guest service to build organizational and administrative skills.
- **Recruiting & Staff Development:** Observe and support recruitment processes, staff onboarding, and mentorship, learning strategic planning and human resources skills.

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## Curriculum & Development:

- **Year 1 (Core Development):** Spiritual formation, leadership foundations, rotational experience, reflection journals, and servant-leadership skills.
- **Year 2 (Advanced Leadership, Optional):** Mentorship of Year 1 interns, strategic project leadership, operational oversight, higher-level responsibilities, and portfolio completion.

## Mentorship:

- Program Director provides structured mentorship, goal-setting, performance feedback, and spiritual guidance.
- Full Time Staff offer role-specific training and support to ensure competence and growth in departmental tasks.
- Weekly reflection journals, mentor logs, and biweekly meetings track spiritual, personal, and professional development.
- Mid-semester and end-of-semester evaluations provide formal feedback and measure program outcomes.

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## Program Benefits

- \$1,200/month stipend
- On-campus housing with utilities included
- Meals during camp service periods
- Access to all camp facilities and program areas
- Certification opportunities: CPR/First Aid, Lifeguard, High Ropes/Challenge Course, Food Safety, Leadership and Communication Training
- Internship/practicum credit eligibility for academic programs
- Hands-on experience in ministry, operations, and leadership
- Networking and mentorship with experienced camp leaders and staff
- Opportunities to present projects and reflections for college credit or professional portfolios

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## Expected Outcomes for Interns

- Deepened spiritual life and Christ-centered identity
  - Strong leadership, communication, teamwork, and problem-solving skills
  - Practical experience across multiple areas of camp operations
  - Professional portfolio documenting growth, projects, and certifications
  - Preparedness for future ministry roles, workplace leadership, and community service
  - Improved resilience, adaptability, and servant-leadership habits
  - Competence in handling real-world challenges in ministry, operations, and guest services
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## Oversight & Evaluation

- Program Director oversees holistic intern growth and evaluates progress using structured rubrics and reflection portfolios.
- Rotation staff provide department-specific feedback and mentorship during practical tasks.
- Weekly tracking of competencies: leadership, teamwork, communication, problem-solving, professionalism, equity, and inclusion.
- Formal mid-semester and end-of-semester evaluations include rotation staff input, mentor observations, and portfolio assessment.
- Continuous improvement processes allow the program to adapt to intern needs, camp operations, and guest requirements.
- Risk management and safety protocols monitored across all rotations.

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## Alignment with Camp Westminster Mission

- Interns contribute directly to high-quality camp and retreat experiences.
  - The Forge reinforces camp core values: Represent Christ, Make it Better, Communicate, Collaborate.
  - Provides a sustainable leadership pipeline for future camp staff and ministry initiatives.
  - Extends the impact of Camp Westminster into interns' future ministry, workplace, and community engagement.
  - Supports the mission by ensuring interns actively embody camp values in all interactions.
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