

Jameson Camp and Retreat Center

Internship Job Description

Special Events Planner

Draft: 9/1/09

Special Events Planner Description: Jameson is looking for an individual interested in a career in events planning and/or public relations to serve as an intern to assist with the planning, promoting and organizing of special events and promotion of the camp as a retreat center.

Organization Description: Jameson Camp is a year round youth development center and retreat center located on the far Westside of Indianapolis. The organization provides residential summer camp and follow up year round activities for children. As a retreat center, Jameson offers weekday and overnight accommodations and guest services for groups looking for a peaceful, convenient location for a range of events including: weddings, company retreats, family reunions and award banquets. The camp's Challenge Course is available for groups interested in team and trust building activities. Jameson Camp has completed construction on a beautiful new center with a spacious banquet hall and other overnight lodging facilities.

Special Events and Camp Tours: Jameson hosts four or five special events each year to raise funds and community awareness about the camp. Because the organization serves a large number of disadvantaged children, these events are also important to the camp's financial stability.

Jameson's goal is to expand our role as a retreat center through offering monthly open houses and camp tours to area businesses, civic groups, wedding and special events planners and others. The interns would assist us with the events and open houses.

Events include:

- Spring into Wellness. A community health fair targeted toward our camper families and others to promote healthy lifestyles that typically occurs in March or early April.
- Golf Tournament. A fundraiser taking place in Spring that benefits the camp.
- The Jameson Jubilee. Our primary annual fundraiser held at the camp in the autumn as a way to highlight the facility.
- Possibly, another community event called the Jamboree intended to promote Jameson Camp as a locale for outdoor adventure and nature discovery. There will be a variety of vendors and outdoor activities for the entire family.

- The Holiday Party in December. An annual event done in partnership with a local movie theater. Campers and their families are treated to a free holiday movie, visit with Santa, etc.
- Possibly organize “appreciation days” for summer camp referral agents during spring and in autumn.

In addition to helping with these special events, the intern(s) would assist in organizing monthly open house/tours to create greater awareness of the camp and its role as a retreat center.

Special Events Planner Description: Jameson is looking for an individual interested in a career in events planning and/or public relations to assist with planning, promoting and organizing special events. The tasks may include:

Promotion of events:

- Contacting friends and associates of the camp to promote the event and encourage their attendance.
- Contacting vendors and caterers to encourage their participation in the events.
- Contacting local businesses and past supporters of the camp to inquire whether they would be interested in offering free services, food or auction items.
- Helping to develop and distribute promotional flyers and brochures and possibly e-mail invitations.
- Helping to post announcements on our website and through FaceBook.
- Drafting press releases and contacting the media to publicize the event.

Organizing:

- Following up with participating vendors to ensure they are prepared for the event and have all the information they need regarding the set-up, the program, etc.
- Assist with the design and set up of the silent auction display tables
- Assist with registration of guests on the day of the event
- Assist with other day of the event tasks as needed/assigned

Planning:

- Assist lead project staff in the event planning in terms of developing a checklist of tasks with deadlines
- Assist lead staff in ensuring that the checklist of duties is being completed.

Duration and Hours: Flexible hours with average work week typically not exceeding 10 hours. Jameson can utilize interns on a year round basis.

Supervision: The intern would report to the lead project staff person for the events who will most likely be the Director of Development.

Compensation: We are a nonprofit organization and interested in recruiting Federal Work Study interns.

Depending on funding availability, we *may* be able to offer a semester stipend that would not exceed \$2,000.

Qualifications: Prefer candidates majoring in events planning, communications and or marketing. Interns will need to have demonstrated skills in verbal and written communications and strong organizational skills and work ethic. Excellent interpersonal skills and ability to work as part of a team and take instruction is a must. Self initiative and problem solving skills important. Experience in graphic design and web design a plus. Must be able to pass a criminal background check.

Application Process: Qualified candidates should submit their resumes with a cover letter that identifies their qualifications, related experience and reasons for wanting the position for the Spring semester placement. Please submit resumes by mail or e-mail. **Please no phone call inquiries.**

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