

# **Camp Rap-A-Hope Intern Job Description**

## **General Job Description**

This individual will report to the Executive and Assistant Directors and is responsible for providing assistance to both with planning and implementation of special events, public relations activities, and general office duties. These duties include but are not limited to assembling, disseminating, posting, collecting, and organizing the media materials (camp goods, brochures, documents, presentation media, etc.) for special events, public relations, fundraising activities, and general and various office duties.

## **Duties and Responsibilities**

- Plan and organize materials for special events and public relations activities.
- Collaborate with Executive and Assistant Director, Special Events Committee Chairs, and the RAH Board Public Relations Chair to assist with all special events
- Assist with organization of marketing materials, such as Hope Illustrated, Camp Rap Sheet, brochures, newsletters and camp goods to include inventory control
- Maintain office supplies essential to job function and make purchase requests as necessary
- Maintain appropriate working relationships with potential supporters, donors, volunteers, and consumers
- Answer Telephones-distribute calls
- Help maintain database(s) of campers, counselors, Board of Directors, donors, volunteers and others associated with Camp, to include additions, deletions and daily changes to information.
- Type documents and letters as required for Directors.
- Fax documents and letters.
- Help prepare for Board of Directors meetings; to include: mail Board Meeting packets to Board members a week in advance, help prepare information for Board meeting and help maintain Board of Directors Notebook in office.
- Help to coordinate announcements, reservations and nametags for fundraisers and meetings.
- Prepare mail outs as required; to include: receipt of mail, production of mailing list(s) labels and/or envelopes, and deliver to Post Office.
- Assist Director as needed with scheduling, copying, filing, and other clerical duties.
- Proofread all documents.
- Order office supplies.
- Other duties as assigned.