

EVENT PLANNING & MANAGEMENT INTERN

Session Commitment: 10-12 Weeks (Orientation and 4+ Sessions)



The event planning and management intern role is central to the successful operation of incomparable Camp Ozark Special Events and management of the Junior Staff program. Interns work directly with the Special Events Directors to oversee the execution of over 90 events with over 100,000 attendees throughout the summer and have a direct impact on the camper experience. This role assists with the coordination of special event set up, staffing, supervision, and troubleshooting. Interns are responsible for managing the Junior Staff program, which includes training, supervising, encouraging and providing accountability for the J-Staff participants.

Interns can expect to receive in-depth management training and coaching and gain hands-on experience in operations management, staff supervision, project management, customer service, business administration, and leadership.

KEY RESPONSIBILITIES:

- Assist with the planning and execution of Special Events
- Assist with the training and supervision of Junior Staff
- Lead Junior Staff devotionals
- Provide quality control and accountability in Special Event operations
- Coordinate special event operations with various areas of camp
- Manage various tasks and projects related Special Event operations
- Generate innovative ideas to improve Special Event operations and experience
- Assist Leadership in maintaining standards and accountability throughout camp operations
- Supervise, support, and coach summer staff
- Evaluate and provide real-time feedback to staff under supervision

PROGRAM COMPONENTS:

Successful completion of this program includes fulfillment of the following:

- All Top Staff training, responsibilities, and assigned duties
- A pre-camp curriculum consisting of a collection of podcasts, videos, articles, essays, sermons, and other materials (roughly 15-20 hours of material)
- Attendance of a leadership development seminar each session conducted by Camp Ozark Leadership Staff
- Submission of an operational review report per each session of employment
- Participation in a mid-program performance review and an exit evaluation
- Submission of the Operational Excellence Capstone Project within two weeks of completing session commitment

This internship is designed for the following majors: Event Management, Event Planning, Business, Management, Communications, Logistics

SAMPLE RESUME



Event Planning and Management Intern, **Camp Ozark**

May 2027-Aug. 2027

- Contributed to the planning and execution of over 90 themed events with 100,000+ attendees throughout the summer
- Managed staffing schedules, timelines, and detailed event setups while coordinating with various areas of camp
- Entrusted to supervise safe operation of interactive event activities and troubleshoot issues
- Assisted company leadership in maintaining standards and accountability throughout camp operations
- Provided coaching, support, and performance evaluations to staff under supervision
- Submitted an Operational Excellence Capstone Project detailing proposed organizational improvements