

FACILITIES MANAGEMENT INTERN

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



The facilities management role is critical to the successful operation of Camp Ozark. Interns assist in managing the execution of a variety of projects, tasks, and events through the scheduling, planning, and supervision of various teams of support and operational staff. The facilities management intern is responsible for coordinating the efforts of several teams to support the camp program throughout the day. Working directly with full-time facilities and maintenance teams, this internship provides exposure to logistics coordination, facility maintenance and management, and practical operational troubleshooting experience. Facilities management interns are responsible for maintaining camp's standard of excellence and keeping others accountable.

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 training and supervision of summer support staff
- Assist in managing facilities and maintenance operations, projects, tasks, and equipment
- Coordinate with various teams around camp to create an incomparable experience
- Provide quality control and accountability for support staff teams
- Create and manage operations schedules for facilities teams
- 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: Facilities Management, Construction Science, Property Management, Business, Management, Business, Management, Communications, Logistics

SAMPLE RESUME



Facilities Management Intern, Camp Ozark

May 2027-Aug. 2027

- Contributed to the management of facilities and program operations serving 7,000+ campers and 800+ staff
- Managed staffing schedules, timelines, and detailed operational tasks
- Coordinated and supervised teams of 20 – 40 involved with facilities maintenance and program operations
- 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