

HUMAN RESOURCES MANAGEMENT INTERN

Session Commitment: 12 Weeks (Orientation and 5 Sessions)



The Human Resources Management intern role is critical in supporting and managing over 800+ person Camp Ozark Summer Staff. Interns assist the HR Team in coordinating and executing a variety of projects and administrative tasks that provide clarity and support to the Summer Staff. This position is responsible for assisting with staff related logistics, time-off coordination, personal device management, policy communication, accountability, and troubleshooting. Interns in this role work closely with the HR Team to train, coach, and encourage staff to pursue excellence in their role in support of the Camp Ozark mission and have a significant impact on the camper experience.

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. HR interns will become familiar with high-level personnel management platforms and processes.

KEY RESPONSIBILITIES:

- Assist with the implementation of camp personnel policies and summer staff management
- Assist in creating an inviting environment for staff communication and support
- Manage HR Hub operations, projects, and tasks
- Participate in the coordination staff travel logistics, time-off, evaluations, and special situations
- Troubleshoot staff issues and coordinate the execution of solutions to those issues
- 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: Human Resources, Communications, Business, Management, Social Sciences

SAMPLE RESUME



Human Resources Management Intern, Camp Ozark

May 2027-Aug. 2027

- Contributed to managing HR operations serving over 800 seasonal staff throughout the summer
- Utilized a custom-built HR platform to organize and track staff training, documentation, and logistics
- Assisted with communication of personnel policies and management of performance evaluation process
- Assisted company leadership in maintaining standards and accountability throughout camp operations
- Provided coaching, support, and performance evaluations to staff
- Submitted an Operational Excellence Capstone Project detailing proposed organizational improvements