



Westminster Woods Camp  
18487 Barber Rd  
Fall River, KS 67047  
wmwcamp@gmail.com

**Westminster Woods is dedicated to the glory of God by helping campers of all ages build and strengthen their relationship with Christ, and with each other, through time set aside for Christian education, prayer, worship, and play.**

All staff members will be trained in various skills and then will implement the Westminster Woods Summer Camp Program.

#### Office Intern

The office intern will provide support to campers and staff by performing various office responsibilities

This position is accountable to Diane and Brian  
The office intern does not directly supervise any other staff  
This position is supervised by Diane

The office intern shall perform all these duties related to the position as assigned by Camp Administration, including (but not limited to):

1. Use provided office procedures to help in registering campers
2. Checking in campers as they arrive
3. Making sure paperwork for campers is all accounted for
4. Helping with t-shirt inventory and disbursement
5. Prepare for and record cabin assignments
6. Camper check out
7. Preparing labels for camper envelopes
8. Preparing bus supplies
9. Ordering supplies needed
9. Kitchen check for KDA compliance
10. Helping with senior vespers
11. Participate in camp activities when available