



## DEER RUN CAMPS & RETREATS

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# BASECAMP: DEER RUN INTERNSHIP PROGRAM

**BASECAMP is a 9-month internship/gap-year program at Deer Run Camps & Retreats. This is a paid internship opportunity for young adults ages 18 to 25 who may have an interest or a calling towards ministry and/or would like to receive training in Christian leadership.**

From August to May, Basecamp interns are fully immersed in camp ministry by serving in every department — camps and events, housekeeping, maintenance, food service, rec, guest relations, and more. This allows interns to gain experience in multiple areas of ministry and equips them for continued growth in leadership.

Additionally, our leadership team pours into the interns with intentional times of discipleship as interns go through leadership book studies, listen to and discuss podcasts, attend conferences together, and memorize scripture together. Each intern is paired with a senior leader from the Deer Run team for weekly mentorship, prayer, and life conversations. Interns also engage in planning and participating in local and international mission trips.

This is nine months of intentional ministry, missions, discipleship, and leadership training. It is hard work with a lot of Jesus and a lot of fun!



## BASECAMP MISSION STATEMENT

To prepare for the next level of Christian leadership through experience in camp ministry with a focus on discipleship, missions, and community.

*"I have fought the good fight, I have finished the race, I have kept the faith." 2 Timothy 4:7*



## THE NEED

- Families, marriages, youth, and kids are under attack and need someone to help them navigate through the challenges, distractions, and lies from the enemy while keeping their eyes focused on Jesus.
- There is a growing need for young people to follow God's call in a lost world.
- A place is needed where ministry training empowers young people to seek and fulfill God's vision through them.

Camp ministry is a unique and exciting opportunity to point people to Jesus in a fun environment. For years camps across the world have provided a setting for life-changing experiences through encounters with the Holy Spirit in God's creation. We believe camp ministry is God's idea and we see His favor in blessing the lives of those who participate with Him in this ministry. Furthermore, we believe camp ministry can be an incredible vessel for training young adults in leadership, discipleship, and ministry!



## **MORE DETAILS ON WHAT TO EXPECT**

Basecamp, the Deer Run Internship Program, is about developing the calling God has put in your life to pursue ministry while learning and supporting the various aspects of camp ministry at Deer Run.

This internship is two-fold: both a LEARNING and a SERVING opportunity. Interns LEARN what it means to be a Christian leader and how they can recognize and grow in their own personal leadership. And interns are putting their leadership into practice through SERVING. Additionally, there are focused times of discipleship and missions' opportunities throughout the program.

Basecamp interns serve as an integral part of Deer Run's ministry by supporting operations of the multiple departments by helping in a variety of tasks and responsibilities and learning all the "hats" that are worn to fulfill a well-rounded camp ministry experience.

Interns may have tasks that feel boring, dull, or monotonous and may feel as though they are doing the things that "no one else has time for." Although this is partly true, ministry is hard work with limited hands. Often interns help with jobs or tasks that other team members may not have time to work on. This is an important part of servant leadership and supporting the ministry towards a goal of excellence.

Our goal is for the internship to be a mutually beneficial experience. Both Deer Run and the Basecamp Interns should expect to have positive outcomes with the presence of interns within the ministry!

During the internship, Deer Run leadership will pour into interns with the goal of preparing them to follow the path God may be leading them in and to help develop the spiritual and leadership foundations necessary to fulfill that calling. There will be intentional times of focus on God's word, leadership books, podcasts, conferences, etc. More details to follow.



## **INTERN PAY & HOURS**

- \$14/hour
- Full time 32-40 hours per week
- Schedule varies week-to-week depending on needs.
- Payment is bi-monthly (every other week/twice a month) and is a direct bank deposit.



## **BENEFITS**

Interns are eligible for some benefits as noted in the Team Member Handbook (see the HR department for copy of the complete handbook).

- Eligible for 5 paid days off: Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, and Good Friday. Each PTO day is paid at the regular rate of pay for 8 hours per day.
- Eligible to participate in Samaritan Ministries (a health care sharing program) at the intern's expense.
- Eligible for discounts for camps, events, and camp store purchases
- Free meals at camp when the Food Service team is preparing meals for retreat/camp/event guests. Interns must communicate with the Food Service team when planning to eat at camp.



## WHAT TO BRING

- An up-to-date passport  
(*This can be acquired after you arrive but must be taken care of prior to the international mission trip*).
- Laptop
- Notebook/journal, pens, highlighters
- Deer Run shirts (if you own any)
- Jeans or nice pants for work (Pajama pants cannot be worn as work pants.)
- Closed toe shoes (tennis shoes and/or hiking boots)
- Bedding: sheets, blanket, pillows, comforter
- Towels and washcloths
- Toiletry items
- Personal belongings
- Cleaning supplies
- Hangers



## INTERNSHIP EXPECTATIONS/OVERVIEW/RESPONSIBILITIES

- The cost of the Basecamp Internship Program is \$190/week: \$140 of this is for rent and utilities at one of the Deer Run housing sites (see housing agreement for more details) and \$50/week for the program fee which covers expenses such as books, conferences, guest speakers, hotel rooms, fuel, food, etc. This will be paid bi-weekly through payroll deduction. If payroll does not cover the cost of this payment because of time off, the intern is required to work with leadership on another form of payment.
- We encourage all interns to stay for the duration of the internship which is August to May.
- This is a working internship AND a self-development/growth internship which means interns are paid for work/service AND there are parts of the internship/expectations that are not paid.
- Interns clock in for most paid parts of the internship (i.e. serving in housekeeping, food service, etc.). Some responsibilities are paid but not clocked in for such as recruiting trips and conferences. Thus, not all time for these events is paid such as travel, etc. Leadership will communicate what hours are paid for these (example a two day recruiting trip, may be paid at 8 hours per day or 8 hours for a full day of recruiting but no pay for travel time).

Also, for the Avalanche (winter) and Ignite (spring) camps that interns lead, interns are not paid for all hours of these camps but are paid a camp stipend. This will also be communicated by Leadership.

Additionally, leadership will communicate when activities are for growth/learning and are not paid. Some examples of this are speaker sessions, reading books, listening to podcasts, etc.

- While not likely, interns or camp leadership may decide at any time that the program is not a good fit and determine to end the intern role prior to the program end date.
- With the support and approval of camp leadership, interns may continue in the internship program for more than one term. Camp leadership will continue to work on enhancing experiences for multi-term interns.
- Interns may have another job outside of Deer Run, however this can be difficult. An outside job should not interfere with availability for Deer Run needs. Interns should be available for all Deer Run planned camps and events and maintain excellent communication when not available.
- Interns must submit time off requests through their Deer Run Netchex account.

- Interns understand time off requests are requests and must be approved by leadership.
- Interns should make every effort to submit time off requests at least two weeks prior to the request date.
- Time off is not paid for interns, unless for one of the PTO days listed in the handbook.
- It is expected that interns are daily spending time alone in God's word.
- It is expected that interns are involved in a local church community and regularly attend in-person services.
- It is recommended that interns volunteer at their church in some capacity.
- Mentorship: Each intern is assigned a mentor from the Deer Run leadership team; once per week interns meet with their mentor for discipleship/life conversations.
- Interns will memorize a new scripture verse or passage each week with the camp leadership team.
- Interns will go through leadership development books with someone on the year-round team by reading 1-2 chapters per week and having weekly group discussion about what is read.
- Interns will listen to a leadership podcast each week and discuss with camp leadership and each other something that was learned.
- It is encouraged that interns keep a leadership notebook, to make notes of things learned from podcasts, book studies, discussions, bible studies, and scripture memorization.
- As part of their weekly schedule, interns will attend weekly All Staff Bible study, currently on Thursday afternoons.
- As part of weekly expectations, interns will attend weekly Bible study at the Kuykendall house, currently on Monday evenings. This is not a paid part of the weekly schedule.
- Interns will work together to plan and participate in a local and international mission trip, estimate expenses, and fundraise to cover all costs. All plans must be approved by leadership.
- Interns will serve as weekend retreat hosts to greet and care for retreat guests while on property. You are expected to be a retreat host 1-2 times per month. The goal is for two interns to serve together as retreat hosts. While serving as a retreat host, you will...
  - be paid 8 hours for Saturday and Sunday
  - help with turning on lights, heat/AC, unlocking doors, updating group directional sign, putting up room or rec reserved signs, greet groups, assist with group needs, be on call for group needs, check-in with groups 1-2 times on Saturdays. On Sundays turn off lights, heat/AC, lock doors, take down magnets from group directional sign, take down room/rec reserved signs.

## **SERVING IN DEER RUN DEPARTMENTS**

Interns serve in multiple departments at camp to support and learn all aspects of camp ministry. Various responsibilities include, but are not limited to...

### ***Guest Relations***

- Create greeter packets
- Create group folders and calendar follow-up schedules
- Update inquiry spreadsheet and create inquiry follow-up
- Filing
- Assist with tours
- Help with camper and event phone calls/emails, change dates, add camp store money, friend requests, etc.
- Assist with event check-ins: print check-in reports, get items together for check-in, set-up, clean-up, give info to Guest Relations Director

### ***Camps & Events***

- Participate in camp staff recruiting
- Participate in camp and event planning
- Generate programming ideas for camp
- Lead guided rec for camps, events, and retreat groups; set-up and tear down rec
- Oversee open rec equipment, clean-up/put up rec equipment after retreat groups leave, and update camp leadership on equipment that need to be replaced
- Lead as camp counselors for Avalanche and Ignite Camps

*\*While it is our goal for interns to serve on the camp staff team, this is not a guarantee.*

*Interns may apply for camp staff and will be interviewed and hired at the discretion of camp leadership.*

### ***Food Service***

- Assist with preparing, serving, and cleaning up meals
- Work in Camp Store as needed
- Assist with deep cleaning as needed
- Participate in trainings

### ***Housekeeping***

- Assist with cleaning facilities, restocking toilet paper, paper towels, etc.
- Assist with meeting space set-up
- Assist with laundry

### ***Marketing & Communications***

- Assist with social media posts
- Work with Marketing Director on marketing ideas
- Assist with taking photos
- Review communication for accuracy and needed updates
- Participate in design reviews for camp artwork

### ***Building & Grounds***

- Assist with pulling weeds, watering, or other gardening needs
- Assist with taking out trash and picking up trash on the property
- Assist with blowing leaves
- Assist with general maintenance like replacing air filters, changing smoke detector batteries, changing door code batteries, replacing light bulbs, etc.
- Assist with building projects

### ***Development***

- Assist with fundraising events, tours, meet & greets, etc.
- Assist with volunteer groups

### ***Administration***

- Spend time with Admin & Finance Director and/or COO to learn about business operations such as budgeting.





## IMPORTANT DATES

Aug 1	INTERN HOUSE MOVE IN DAY	Dec 24-25	CHRISTMAS BREAK
Aug 4-8	WELCOME WEEK	TBD	CAMP STAFF REUNION
Aug 7 & 8	GLOBAL LEADERSHIP SUMMIT	Jan 16-19	AVALANCHE WINTER CAMP
Aug 22-24	FATHER-SON WEEKEND	Feb 13-15	VALENTINE MARRIAGE RETREAT
Sept 12-14	MOTHER-DAUGHTER WEEKEND	Feb 13-16	AVALANCHE WINTER CAMP
Sept 20	RIDERS RALLY FUNDRAISING EVENT	Feb 22	MOTHER-SON DINNER DATE
TBD	VISION DINNER FUNDRAISING EVENT	Feb 24-26	CCCA SECTIONAL CONFERENCE
Oct 2-4	THINQ CULTURE SUMMIT	Mar 1	DADDY-DAUGHTER PICNIC
Nov 2	MOTHER-SON PICNIC	Mar 9-13	IGNITE SPRING BREAK CAMP
Nov 21-23	FALL MARRIAGE RETREAT	Mar 13-15	SPRINGTIME MARRIAGE RETREAT
Dates TBD	STAFF RETREAT	May 17	END of INTERNSHIP
Nov 27	THANKSGIVING BREAK	May 18-31*	CAMP STAFF TRAINING
Dec 6	FRANKLIN CHRISTMAS PARADE		<i>*only if serving on camp staff</i>
Dec 13	DADDY-DAUGHTER DANCE		

*This is not an all-inclusive list. Other events, staff outings, conferences, etc. may be added throughout the year.*



## INTERN AGREEMENT

By signing below, I agree, as a Basecamp Intern at Deer Run, to serve intentionally and without grumbling or complaining regardless of where I am serving. I understand and agree that I will serve in multiple departments performing various responsibilities that will change from day to day or week to week. I understand and agree that the Deer Run Internship is a program designed to learn about all aspects of camp ministry and also to support every department within the ministry.

Additionally, I understand and agree with the core components of the ministry such as the mission, vision, values, and statement of faith and beliefs. I will work to uphold each of these components and do my part to serve from a place that supports and never contradicts these foundations of the ministry.

I agree and understand as a Basecamp Intern, I am a part of the Deer Run team serving with other staff members and interns. I will strive to have healthy relationships with mutual respect, intentional communication, and maturity as I encounter a variety of personalities and a variety of situations. I vow to honor God, Deer Run, and others in how I handle challenges that may arise.

While I agree to strive toward healthy friendships and work relationships, I will not enter into a romantic relationship with another intern or Deer Run team member while serving as an intern.

As a Basecamp Intern, I understand and agree that I will have access to internal documents, information, and communication. I understand and agree that information I have access to or receive is confidential. I understand and agree that I will maintain confidentiality and will only share information when required within my role and with people who need the information and whom I know are allowed to have the information. I understand this includes, but is not limited to, gate access and door codes. I understand and agree that I will not share information outside of the organization.

I also understand that as a Basecamp Intern, I will have access to Deer Run facilities, property, and other assets. I agree to treat Deer Run property with utmost respect, understanding that everything within the ministry is an asset to be stewarded and respected. I will abide by all rules established by Deer Run whether or not leadership is present.

I understand and agree that part of the Basecamp Internship Program is participating in meetings, conferences, reading leadership books, listening to podcasts, attending Bible study, memorizing scripture, and participating in conversation to develop leadership knowledge and skills. I agree to fully participate in all aspects of the Basecamp Internship Program and understand the importance of the effort I will put in. I also understand that some activities in the internship program are paid, and some are not paid experiences. Furthermore, I trust the discernment of leadership in communicating which activities I will be compensated for.

I also understand the importance of stewarding my time and responsibilities during the internship program. I understand the internship program is a 100% personal commitment and is not solely taking place during hours I am clocked in. This means, I am placing priority on internship responsibilities that I am not being paid for such as reading books, attending Bible study, mission trip fundraising, etc.

I understand the Basecamp Internship Program runs from August to May with limited scheduled time off or breaks. During this commitment, I will limit time off requests, understanding this is a nine-month commitment. I understand time off requests are requests and will not always be approved by leadership. I agree to put in time off requests in a timely manner, giving at least two weeks' notice. I understand my time off requests should not overlap any of the planned/programmed Deer Run events, conferences, or recruiting trips which may or may not be listed in the "important dates" section of this agreement. I understand that Deer Run will be purchasing tickets to conferences, etc. and my attendance is required as a part of the program and out of good stewardship to the ministry.

As a Basecamp Intern, I understand and agree that my relationship with Jesus and a Christ-centered community is of utmost importance. Therefore, I agree to regularly attend a local church at least 3 times per month. I will also seek opportunities to engage with Christian community.

I understand and agree that the Basecamp Internship Program is a 9-month program from August to May with the opportunity to serve on camp staff for the months of June and July. I understand and agree that while serving on camp staff is ideal, I am not guaranteed a place on camp staff.

I understand and agree that the intern relationship can be terminated at any time by me or by Deer Run.

I understand that at the completion of the Basecamp Internship, this agreement is complete. I understand and agree that there may be an opportunity to complete another internship season, but I understand that this is not guaranteed and is up to Deer Run leadership.

I have fully read every page of this document and have a clear understanding of what is expected of me. I agree that if I am unsure or unclear on anything, I will talk to camp leadership to seek clarity and understanding.

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*Intern Signature (full name)*

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*Date*

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*Intern Printed Name*