

**Position:** Camp & Outdoor Program Administration Intern  
**Location:** Salt Lake City  
**Responsible To:** Camp Director

Girl Scouts of Utah is offering a fun and flexible, unpaid internship to work with the Director of Outdoor Program on a variety of projects to strengthen Girl Scouts of Utah's camping and outdoor program for girls, including camp administration, curriculum development, resource management, and event management. This internship opportunity is for any student looking to obtain outdoor, recreational, administration, or business administration experience and may be tailored to fit the student's needs.

### Accountabilities

- Assist with administrative duties to help begin the planning and organizational efforts of the summer camp season.
- Assist with recruitment, interviewing, and placement of seasonal summer camp staff.
- Develop curriculum for summer program, event, and mini-camp programs.
- Create camp resource material, communications, and organization of administrative tasks.
- Supports the organization's efforts by performing various research activities.

### Qualifications

- An interest in non-profit work, camp administration, recreation management, or youth leadership.
- Demonstrated initiative, positive attitude, and a team player.
- Strong interpersonal communications, writing, editing, research, and organizational skills.
- Computer proficiency in Microsoft applications, internet research, and e-mail.
- Effective time management of multiple tasks to meet deadlines, while being attentive to detail.
- Students in a program or a recent graduate of a college/university business, recreational management, education, or other related program.

### Advantages

- The Mission of Girl Scouting speaks for itself: Building girls of courage, confidence, and character, who make the world a better place.
- Exceptional networking, resume-building, and work experience opportunity.
- Flexible work schedule - negotiable hours.
- Possibility of earning college credit hours.
- Opportunities for professional development and training.
- This is an unpaid internship. However, any mini-camp or event programs the intern works at will be paid for the time as well as meet the needs for college internship credit to be received.

### Application Process

Send your resume with cover letter to:

Hazel Dunsmore, Human Resources Director  
Girl Scouts of Utah  
P.O. Box 57280  
Salt Lake City, UT 84157  
Email: [hdunsmore@gsutah.org](mailto:hdunsmore@gsutah.org)

Or visit our web site:  
[www.gsutah.org](http://www.gsutah.org)  
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