



The Arc of Mid-Michigan

The Arc of Mid-Michigan
PO Box 63 Owosso, MI 48867
Phone 989-723-7377 Fax: 989-725-6113

Summer Camp Program Director Associate Internship

QUALIFICATIONS:

1. Must have ability to work independently as well as in partnership with a team.
2. Ability and desire to work with individuals with developmental disabilities.
3. Good communication skills, verbal and written.

PROJECT SUMMARY:

The Arc of Mid-Michigan is seeking a Summer Camp Program Director Associate intern to assist with our in house day camp program for teens and adults with developmental disabilities. The vision for The Arc of Mid-Michigan is to provide an inclusive community for individuals with developmental disabilities.

About The Arc of Mid-Michigan is a nonprofit organization that has existed in Shiawassee County for 66 years. It is part of a national organization that advocates for individuals and provides awareness across the country. We work closely with families, caregivers, Mental Health Authorities, the Social Security Administration, County Courts, and the legislature to provide the best possible life for individuals with developmental disabilities that we can. We do not receive state or federal funding.

Some planning and work in May can be done remotely. During camp weeks most work will be in person. This position has a lot of autonomy and Independent work.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Executive Director, the Summer Camp Program Director Associate Intern is required to perform the following duties:

1. Work with the Administrative Assistant and independently to plan and develop all of the events for the summer camp program.
2. Work closely with Summer Camp Employees to implement the program and oversee the day to day activities of camp.
3. Assist with any communication to parents, including REMIND, or notes about events.
4. Other activities that may be needed.
5. Work closely with The Arc of Mid-Michigan office personnel in administrative/office duties.
6. Work can be done remotely except for camp weeks or additional office duties which may be assigned.

HOW TO APPLY:

To Apply: Please send cover letter and resume to lynn@arcmidmichigan.org

The Arc of Mid-Michigan is 501C3 nonprofit organization.
Donations are tax deductible according to federal legislation.
The Arc of Mid-Michigan is affiliated with The Arc National and The Arc Michigan.