

OFFICE ADMINISTRATION INTERNSHIP

WHO IS KANAKUK?

More than just summer camps, Kanakuk has grown from a single camp in 1926 to a family of ministries, including 7 overnight camps in the Branson, Mo area, traveling day camps throughout the Midwest, and several sister ministries supporting individuals across the globe through evangelism, spiritual training, food, health, education, and more.

Our mission of “Equipping Next Generation Leaders” is integrated into all we do – including your Internship! You might be wondering – what does an internship at a summer camp look like? And believe it or not – the best way we’d describe it is insanely fun! With a proven history of equipping leaders, our internship experiences satisfy academic advisors’ requirements, reassure parents’ expectations for a resume-building summer job, and challenge you to grow in servant leadership in ways you could never imagine.

WHAT WILL I DO?

Our onsite Kamp offices are a central hub for each of our Kamps, serving each ministry area and supporting daily operations. If you’re pursuing a career in business administration, Kanakuk provides daily opportunities to equip you with the skills necessary to oversee and support daily operations, customer service, and clerical task management.

Whether supporting leadership, speaking with parents by phone, or encouraging staff on a daily basis, you’ll leave this internship with a wealth of real-world knowledge and experience that can be utilized in any professional setting, no matter what you do post-college.

WHAT IF MY INTERNSHIP HAS SPECIFIC NEEDS?

Almost every internship we encounter is unique in some way. We’re always happy to adjust your internship experience to meet the needs required by your school or degree program where possible. Let’s talk!

WHAT WILL MY DAY LOOK LIKE?

As part of a team that spends each day supporting various ministry areas of daily Kamp operations, you’ll experience a summer unlike any other while supporting teams, encouraging staff, and providing a warm home away from home for our Kampers. As a perk of living onsite during the summer, you’ll spend each day immersed in the fun of Kanakuk while being poured into with Bible studies, daily leadership check-ins, and friendships that will last a lifetime.

WHAT WILL MY POSITION ENTAIL?

Do you get excited about supporting others, keeping detailed lists, and organizing information and processes to support a common goal? If so – this is an opportunity made just for you. Here are a few high-level details of the Office Administration Internship’s responsibilities:

- Organizing the office and assisting Kamp Leadership with day-to-day tasks
- Sorting and distributing daily communications in a timely manner
- Using computer software for scheduling, running reports, and
- Performing parent-facing customer service and receptionist duties
- Communicating effectively by phone with various audiences

WHAT TYPES OF DEGREES DOES THIS INTERNSHIP SUPPORT?

- Business Administration
- Communications
- General Studies

KAMP STAFF
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