



## Paid Internship / Paid Employment

**Position:** Assistant to the Director of a Wilderness Adventure Summer Camp, Tahoe National Forest

**Who We Are:** Shaffer’s High Sierra Camp is an accredited wilderness adventure sleepaway summer camp for boys and girls aged 8-17 located along the peaceful headwaters of the North Yuba River in California’s splendid Tahoe National Forest, about an hour and 15 minutes north of Lake Tahoe. Our goal is to help children and youth take another step toward happy, healthy, well-adjusted adulthood by developing critical life skills such as independence, self-esteem, social competence, and a can-do attitude through an intentional implementation of traditional summer camp activities and wilderness adventure activities. Named by Outside Magazine as one of its five favorite overnight summer camps in the U.S. and recommended by the L.A. Times.



**Duties:** You will gain broad exposure to the business of a summer camp by assisting the Camp Director in many aspects of operating the Camp, including: camper registration using state-of-the-art cloud-based management software, written and oral communications with Camp staff, parents, and vendors, purchasing, records management, transportation management, facilities management, and compliance with Camp policies and applicable local, state, and federal laws and regulations. You will work remotely during the school year and then join us in person at the Camp while in session. Opportunity for world-class recreation during your off-time.

**Who We Want:** A person who is interested in a career in organized camping (summer camps), dependable, excellent in written and oral communications, flexible and resilient to quickly changing needs, able to interact professionally, honestly, and diplomatically with a wide range of people from differing ages, regions, backgrounds, and beliefs, and of course friendly with a good sense of humor.

**Paid Internship/Paid Job:** The Camp will assist you if you want to get credit for an internship, or we can treat this as a standard paid position. The internship is paid. We are hoping to find someone compatible who would like to, and whom we would like to, continue working with the Camp in an administrative role after the summer, though that is not a requirement.

**Dates:** Beginning now. On-site work begins Saturday, May 4, 2022, though may be flexible if your school schedule conflicts. On-site work ends on or about Friday, August 19, 2022.

(415) 897-0316 / [Info@HighSierraCamp.com](mailto:Info@HighSierraCamp.com)

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