**Title:** Special Projects Intern  
**Internship:** Part Time (20-25 hours/week) in Winder/Rutledge/Atlanta  
**Department:** Outcomes and Evaluation  
**Reports to:** Director of Grants & Outcomes Measurement

For nearly 30 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences for thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. CTL provides day camps, week-long summer camps, and year-round weekend family programs at two fully accessible and medically supported campuses. CTL collaborates with more than 60 other nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at [www.camptwinlakes.org](http://www.camptwinlakes.org).

**Summary:**  
The Special Projects Intern (“Intern”) will report directly to the Director of Grants & Outcomes Measurement. The Intern will spend 20-25 hours/week working on data collection and analysis for program quality and outcomes initiatives. This internship will support these functions from mid-May through the end of July. The Intern will collect data at both camp locations (Winder and Rutledge) and occasionally work from the Atlanta-based CTL office. Hours will include some evenings and weekends as needed. Specific internship dates and schedule will be determined during the interview process.

**Essential Duties and Responsibilities:**  
- Collect and analyze survey data for program outcomes  
- Conduct activity evaluation observations for program quality initiatives  
- Other duties may be assigned based on the needs of Camp Twin Lakes and interests of the Intern

**Additional Requirements:**  
- Excellent written and verbal communication skills, specifically by phone, e-mail, and in person  
- Demonstrate personal integrity and a high degree of professionalism  
- Demonstrate self-motivated productivity and strong time management and organizational skills  
- Ability to work independently and collaboratively  
- Ability to manage multiple projects simultaneously  
- Must have reliable form of transportation

**Additional Information:**  
- This position can be used for school credit in various majors. Please include school requirements in your application.  
- A stipend will be provided to assist in covering travel and other expenses related to the internship. Meals will be provided during camp sessions when the dining hall is open.  
- Some evening and weekend work will be required based on the camp schedule. This internship requires schedule flexibility.  
- This is not a camp program staff position, and there will be limited interactions with campers due to our COVID policies. Camp Twin Lakes has COVID-19 health and safety policies in place to keep campers and staff members safe. The Intern will abide by all policies.

**Resume and Writing Sample:**  
Please provide your resume to Anna Hutchins, Director of Grants & Outcomes Measurement at anna@camptwinlakes.org. In your email, please describe why you are interested in an internship with Camp Twin Lakes and how your professional and personal experience will be an asset to this project and the organization.