



**INTERNSHIP  
PROGRAM  
APPLICATION**



# SKYVIEWRANCH

Dear Potential Internship Applicant,

Thank you for your interest in the Internship at Skyview Ranch! We are excited to see how God will build our team and as the interview process continues, we are ready to get to know you more and see how you might fit into the ministry of Skyview Ranch. We have had many interns in the past and many have gone onto work in full time ministry and some even in Christian camping.

Our goal for your internship is to give you meaningful camp ministry experience. We also want you to be able to learn and develop skills in leadership, communication, planning, guest services and more. During your time here there will be long hours, frequent schedule changes, and unique challenges which will require maturity and flexibility. As you work alongside our ministry team, you will get the chance to gain valuable knowledge from a variety of ministry perspectives.

If you were to be selected for this program, you would be able to participate in a wide range of experiences that working at camp brings throughout the year. This includes things like helping to plan programs, serving in the kitchen, housekeeping duties, and facilitating team building activities for guest groups. There is potential if we identify a specific gifting that we start to give you more responsibility in that area (ex. Programming, Maintenance, and Equine).

As you are considering whether an internship at Skyview Ranch is right for you, we will be praying that God would make His will abundantly clear to you. We are excited about what God is doing at Skyview Ranch and would be thrilled to consider you to join our team.

Serving the Savior at Skyview Ranch,



Jonathan Casbohm  
Executive Director

# INTERNSHIP OVERVIEW

## MISSION STATEMENT:

Skyview Ranch exists to serve and glorify the Lord Jesus Christ by primarily serving as a support arm of local churches for the presentation of God's Truth for the purpose of evangelizing, discipling, and motivating individuals to return and serve the Lord.

## INTRODUCTION TO THE INTERNSHIP:

The Internship Program is designed to help prepare individuals for effective ministry in not only Christian Camping but related ministry fields as well. Emphasis is placed on the development of Christian leadership qualities and the practical knowledge needed in the operation of year-round Christian camp ministry. The interrelationship of camping to missions and church work is also recognized and explored.

The internship program equips the individual for ministry in the camping field by providing both theoretical knowledge and hands-on experience. Individuals in this program will have at least one summer of camp experience at Skyview Ranch prior to the beginning of the program.

Interns at Skyview Ranch report directly to the Executive Director, with further duties assigned from there. The Executive Director and staff, if applicable, can assign a more specific role based on giftings that the individual has or relating to their long-term professional goals.

## GENERAL OBJECTIVES OF THE INTERNSHIP PROGRAM:

- The development of Christian leadership qualities
- Grow ones relationship with Jesus Christ
- Gain valuable ministry experience
- Gain valuable work experience
- Identify and use gifts and abilities
- Develop life skills
- Develop work skills

## RESPONSIBILITIES FOR ALL INTERNS INCLUDE:

- Involvement in all areas of camp ministry which includes:
  - o Planning programs
  - o Implementing programs
  - o Hosting retreats
  - o Facilitating groups
  - o Housekeeping duties
  - o Serving of meals on the weekends
  - o Maintenance work
  - o Camp presentations at local churches
  - o Running Concessions
  - o Assisting with office projects
  - o Other duties as assigned

## COMPENSATION:

- Onsite housing and basic utilities will be provided by Skyview
- Meals are included anytime they are being served in the dining hall. Interns will have the use of the dining hall kitchen facility to prepare personal meals when the dining hall is closed
- 1<sup>st</sup> Year = \$125 per week plus \$30 per week for food
- 2<sup>nd</sup> Year = \$250 per week plus \$30 per week for food

## OTHER IMPORTANT INFORMATION:

- Due to the demands of the Internship Program, interns will not be available for outside employment during the 9-month internship.
- Generally, interns will have at least one full day off each week, which will be determined by the guest group/retreat schedule
- Interns will receive time off during the Thanksgiving, Christmas, and Easter holidays
- The Internship program will begin September 1<sup>st</sup>, 2023 and end May 30<sup>th</sup>, 2024
- Interns are typically expected to work at camp on summer staff the summer following their internship.

# INTERNSHIP POLICIES

## **PURPOSE:**

The purpose of this policy is to provide consistent and equitable guidelines that provide for order in the workplace and protect the rights of all employees.

## **POLICY STATEMENT:**

The below listed rules of conduct, while not all-inclusive, shall be used as the governing limits for conduct within the workplace.

## **PROCEDURE:**

Rules of conduct must be maintained in order to define and protect the rights, safety and welfare of all employees. In general, Skyview Ranch uses ordinary, reasonable, common-sense rules of conduct it considers necessary to ensure the mutual welfare of the Ranch and its employees.

The following list outlines the general rules of conduct governing the actions of the employees. Should you have questions regarding this or any other aspect of this outline, please discuss them with your supervisor. Skyview Ranch reserves the right to add to or amend these rules as may be necessary.

The following actions are prohibited and may result in disciplinary action:

- A. Being under the influence of, possessing or using alcoholic beverages or controlled substance.
- B. Damage or destruction of Ranch property due to careless or willful acts.
- C. Unauthorized possession or use of property belonging to the Ranch, its visitors, or any other employees.
- D. Insubordination, neglect of duty, loafing or sleeping on the job.
- E. Refusing to follow authoritative instructions.
- F. Excessive absence or tardiness in accordance with the Attendance Policy.
- G. Violation of public law when at work or on Ranch property.
  - a. Interfering with the work of other employees, or intentionally delaying work or other activities.
  - b. Inability or unwillingness to work in harmony with other employees.
  - c. Discourtesy to fellow employees, to guests, or other persons doing business with the Ranch.
- H. Participating in horseplay, practical jokes, running, scuffling, throwing articles on Ranch property.
- I. Negligence in observing fire prevention and safety regulations, or committing any act which endangers self or others.
- J. Failure to immediately report to supervisor any occupational injury regardless of seriousness.
- K. Failure to properly record time worked.
- L. Fighting, gambling, or using profane, obscene, or abusive language.
- M. Assault of anyone on Ranch property or threats of violence either on or off Ranch property in relation to work.

- N. Giving false or misleading information to the Ranch, or failure to give required information to the Ranch.
- O. Taking records or information without specific authorization. Revealing information from Ranch records, or relating to the Ranch's business, to any person without authorization.
- P. Job abandonment, which may be defined as leaving the Ranch without authorization or prior permission or three consecutive days of absence without proper notification.
- Q. Carrying or possessing firearms, explosives, or other lethal weapons on Ranch property without permission.
- R. Conduct that violates decency or morality.
- S. Incompetence or failure to meet reasonable levels of efficiency, including neglect of duty.
- T. Solicitation during working time and the distribution of literature during working time in working areas.
- U. Posting or removal of any material on the bulletin boards or Ranch property at any time, unless specifically authorized by management.
- V. Poor personal hygiene and grooming habits. Skyview Ranch maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.
- W. Theft or dishonesty, as for example: Falsification of time cards, falsification of personal records, theft or removing from the premises without proper authorization any article belonging to the Ranch or other employees

While these rules cannot cover all situations that could invoke discipline, they are intended to indicate some of the obvious broad areas of misconduct that will result in discipline.

## **WORK TIME:**

Interns are responsible to report to work Tuesday-Sunday (morning) when groups or events are scheduled on the weekend and Monday-Friday if no groups or events are scheduled on the weekend. Interns will work a minimum of 40 hours per week but typically more than 40 hours per week. Hours worked may vary depending on the demands of the ministry. Interns will report to work no later 9:00 am and leave no earlier than 5:00 pm unless otherwise authorized. Interns may take up to 1 hour lunch break each day as duties and responsibilities allow. Lunches should be taken from 12:00 pm – 1:00 pm.

All staff including interns may be called upon to assist outside the scheduled time for his/her appointed duty.

Interns will report directly to the Executive Director or assigned full-time staff member for daily assignments and accountability.

## **WEEKENDS:**

Leftovers are provided for all interns staying over the weekend. Leftovers will be designated by the Food Service Director. Interns are expected to work each weekend when groups or events are scheduled unless otherwise approved.

Everyone is expected to attend a church service on Sunday at a church mirroring the Skyview Ranch Doctrinal Statement on paper and in practice.

It is permissible to go home for the weekend. Again, it is expected that you attend church if you are away from Skyview on the weekend. It is not necessary for college age staff members to sign out of camp on the weekends.

### **GUESTS:**

Guests are always welcome for weekend visits, including parents transporting staff members to and from camp.

The Ranch will provide one meal at no charge to staff family members during the summer. A fee of \$5.00 will be charged for each additional meal.

Housing for staff family members can be arranged for weekend nights only, free of charge. Arrangements for housing can be made through the Administrative Director. Housing accommodations will be cabin style, therefore guests should provide personal bedding needs.

### **PERSONAL DEVOTIONS:**

The most important aspect of your work at Skyview Ranch is your personal relationship with Christ. Though you are very busy and in a "Christian" environment, these cannot be a substitute for daily time with God. Make you daily personal walk the non-negotiable of your life. You will want to share with others what God is teaching you!

### **ATTIRE:**

As a staff we set a vital example for our campers (and their parents). We symbolize to all guests the character of this ministry. No apology should be required for our interns onsite or offsite. All staff members are expected to be above reproach in regard to dress.

Shorts must be modest (at least mid-thigh). Skirts/dresses must reach the knee including those worn over leggings. Shirts should be of modest cuts and styles (no spaghetti straps, halter tops, or tops that show midriff). All tank top style shirts must have straps which are 2 inches wide (approximately 3 fingers). Please refrain from extremely tight and/or short clothing. Swimwear should be boxer short trunks for guys and one-piece (non-white) suits for girls. All staff members are to wear their clean staff shirt on Monday and Saturday. Shoes must be worn at all times.

### **LODGING:**

Interns will be housed on camp either in a cabin or in a home. Interns will not assume residency and understand that accommodations are provided as part of their "at will" employment at Skyview Ranch. If an intern's employment is terminated, lodging will no longer be provided. Interns will be given a reasonable amount of time to vacate the property not to exceed 30 days.

If interns are being housed in a private staff residence, they should submit to the reasonable requests of that staff member. Interns are responsible to care for the property as if they were financially responsible for it.

Please do not enter building that are designated for the opposite gender. Campers and staff members should never enter another camper's cabin during the camp week. Cabins must stay together at night; if one camper is sleeping outside, all campers, counselor, and support staff members must do likewise and vice versa.

Socializing should be done in 'common' areas (i.e.-Lodge, Dining Hall). Couples should remain on the main camp in public view. Private staff residences are off limits.

Per health department regulation, all staff members must sleep in separate beds with their heads 'opposite and opposing'. Due to the pace of camp this encourages safety and good health. Staff members may not share a mattress or blanket with another staff member or camper at any time.

### **FOOD:**

Interns will be given access to food and leftovers in the camp kitchen. Interns will also be given a food per diem of \$30 per week.

### **KITCHEN:**

Staff members may never go into the kitchen unless on kitchen duty when camp is in session. No food or beverage is to be taken from the kitchen without permission from the Food Service Director. The Food Service Director will designate snacks and food items that may be eaten during the course of the weekend. Please clean up after eating from the kitchen on weekends, including rinsing all dishes. Gloves must be worn when getting food on weekends.

### **PAYCHECKS:**

Paychecks are distributed biweekly. If a staff member loses a paycheck, the staff member will be responsible to pay the \$25.00 bank stop payment fee. Once the fee is paid, a new paycheck will be issued. Pay checks can be cashed at Wal-Mart until 4 pm on Saturdays.

### **STAFF DATING:**

The camp allows 'dating' among staff members if the motives and conduct are becoming of a Christian testimony. Please stay in visible, public areas with no physical displays of affection. It should not be obvious to campers or staff that you are dating a staff member.

No dating is allowed between the college age (18 & over) and high school age (17 & under) staff members. Male staff members should not write to female campers and vice versa.

### **LANGUAGE:**

In keeping with Skyview's mission and to glorify God, the use of profane language, including put-downs against others, is prohibited.

## **DRINKING/SUBSTANCE ABUSE:**

It is prohibited for any staff member or volunteer to be under the influence of, possessing or using alcoholic beverages or controlled substances at any time during their contracted commitment to Skyview Ranch. Violators are subject to disciplinary action and/or immediate dismissal.

## **CAMP PROPERTY:**

Please respect the possessions and grounds of the camp. Camp owned TVs, projectors, cameras, vehicles etc. are not for personal use without approval from camp administration; all movies viewed in the lodge must be pre-approved by the administration. Office computers are not for personal use.

Skyview Ranch vehicles may only be driven with approval from a supervisor. All drivers must be at least 21 to drive an SVR vehicle with passengers. All drivers must be at least 18 to drive an SVR vehicle without passengers. Skyview staff members under 21 years only are responsible for making their age known if asked to drive a Skyview vehicle.

Please do not carve, mark, or deface Ranch property (trees, walls, rafters, beds, benches).

Skyview Ranch horses may not be moved from their designated pastures for any reason (trails, pictures, etc). Staff members may not enter any pastures where horses are grazing on weekends.

It is illegal for staff and campers to have any tobacco, alcohol, drugs, knives, firearms, or fireworks on camper property (work knives are permitted). Violators will be dismissed. Staff who wish to bring their personal firearms must first get approval from the Director of Operations.

## **SWIMMING:**

There must be a certified Skyview Ranch lifeguard or certified lifeguard approved by the administration at the swim area. Swimming is not allowed after dusk. Do not invite the lifeguards to participate in activities while they are on duty (i.e.-the lifeguard on duty may not swim leisurely, blob, etc.). This applies to weekends as well.

## **STAFF CHILDREN:**

It is important for camp families to have as near normal relationships with their own children as possible. Therefore, please do not tease or play with them in such a way that encourages habits the parents may not want. Do not give staff children candy or soft drinks unless the parents help determine the amount.

## **CHILD ABUSE:**

Every contracted staff and volunteer staff member is responsible for the safety of our campers. No one shall be involved in non-accidental physical or mental injury or sexual abuse. You are liable by state law to report any known injury or abuse, whether it occurred at camp or before camp, to the Director of Operations. He will then notify the child protective services.





## SKYVIEW RANCH INTERNSHIP APPLICATION

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PLEASE TYPE OR PRINT CLEARLY WHEN FILLING OUT THIS APPLICATION.

*Once we receive your application and two reference forms, you will be contacted to set up a personal interview.*

### Personal Information:

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ M/F: \_\_\_\_\_

Email: \_\_\_\_\_ SSN: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Church Name (where you are most actively involved): \_\_\_\_\_

Marital Status:  Single  Married  Other \_\_\_\_\_

Can you, upon employment, submit verification of your legal right to work in the U.S.? \_\_\_\_\_

Have you been convicted of a crime or are there any criminal charges pending against you? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

### Health Information:

Describe any health issues you have had in the last three years:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any impairment, physical, mental, or medical, which would interfere with your ability to do the job for which you have applied? \_\_\_\_\_

List any allergies:

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**Education:**

High School Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Graduated: [ ] Yes [ ] No      GPA: \_\_\_\_\_

College/University Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Graduated: [ ] Yes [ ] No      Major: \_\_\_\_\_

Other (Please Explain):

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**Work Experience:**

Name of Organization: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_      Position: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

**References:**

List those who will be completing your reference forms – DO NOT INCLUDE FAMILY MEMBERS. Your references should include one of each of the following: a Christian leader and a personal reference. ALL REFERENCES MUST BE RECEIVED BEFORE EMPLOYMENT WILL BE OFFERED.

Name: \_\_\_\_\_

Company or Position: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Company or Position: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_









14. Do you believe the Bible Teaches:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. One true and triune God?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. The inerrancy of Scripture?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. The urgency of all to be saved?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. The command for all believers to be baptized?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. The importance of local church membership?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. The six-day creation of the world by God?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. The virgin birth of Christ?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. The eternal security of the believer?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Premillennial return of Christ?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Speaking in tongues today?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| k. That marriage is between one man and one woman? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| l. Abstinence before marriage?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |





