

WARNER MEMORIAL CAMP

Position Description . . . Campground Host/Hostess

Responsible to Ministry Administrator

GENERAL RESPONSIBILITIES

- Live an exemplary Christian Life.
- Have exemplary customer service skills.
- Demonstrate a Christ-like attitude.
- Be a positive public relations agent for the camp.
- Attend staff meetings and events.

PRIMARY PURPOSE

To ensure a positive and safe environment for our guests, oversee all aspects of facility use, and perform general care activities as needed in addition to living at the camp facility maintaining a consistent physical presence for the property.

Specific Responsibilities

- Be available from and including Memorial Day weekend through Labor Day weekend
- Be available on 3 holiday weekends and for all days of our annual Camp Meeting
- Be available to answer incoming phone calls especially on the weekends
- Reply to all messages regarding the Campground
- Manage/update ResNexus as needed
- Be available to assign campsites and collect rental fees
- Be available to greet visitors and answer questions
- Be available to explain and enforce rules and guidelines
- Be available to assist campers in locating a campsite
- Be able to document and process cash, check, and credit card transactions
- Be available to assist guests after hours as needed
- Be available to sell ice, firewood and other necessities
- Maintain a clean and organized Welcome Center
- Maintain a clean personal Campsite
- Update Information Boards around camp
- Be able to perform daily cleaning of Campground Restroom and Shower House

Parameters of the job description

- Warner Camp seeks to define and outline the expectations of all those serving at Warner Camp. This Position Description comprises most of the duties expected of the person holding the position. However, duties could be added, removed, or alternated at a future date. Any significant changes will be discussed with the employee with sensitivity to all other tasks required to fulfill.
- Willingness to adhere to our staff values, and help our team improve through various means for the sake of growing this ministry.
- Warner Camp is an “At-Will” employer – Which is defined as, at the will of either the employee or the employer, termination can be made at any time. Common consideration on either part is expected. Under normal circumstances, typically a two-week notice.

Compensation Package

- Salary based upon education and past experience.
- Free camping in the Campgrounds
- Other Benefits depend on whether “onsite” housing is provided.