



## Ministry Opportunity Description

**Title** Redwood Camp Host

**Category** Internship

**Date** November 2011

### Supervisor

The Redwood Camp host reports directly to the Conference Services Coordinator.

### Qualifications

The Redwood Camp Host is a person of integrity and good moral character who has a personal relationship with Jesus Christ and who is committed to evangelism, spiritual growth, and physical health. This person should be able to work well with others, communicate clearly, present a professional demeanor, excel in customer service and possess a high level of organizational skills. This will include the ability to work under pressure, solve problems and make decisions, and comfortably use the computer (word processing, spread sheets, and database application). This person must also be comfortable with completing various work projects throughout camp. Examples may include cleaning bathrooms and cabins, stacking chairs, stacking chopped wood, lighting heater pilot lights, lighting camp fires, and other light maintenance. He/she will also be required to assist the Redwood Camp Caterer in the kitchen during each meal. Finally, this person must also be willing to be flexible, as the job responsibilities may change throughout any given weekend.

### Specific Responsibilities

- Be present at Redwood Camp to assist guest groups with their weekend retreats as the main Mount Hermon representative.
- Review the Booked Event Order (BEO) and be present for the BEO meetings for Redwood Camp.
- Check and confirm room set-ups, refreshment breaks, special requests, and meals.
- Notify appropriate staff of any changes or requests made by the retreat group.
- Coordinate guest group retreats (depending on experience and after training).
- Give official greeting and closing to each retreat group.
- Observe general sessions of the retreat (as time allows).
- Continually coordinate with leadership staff- offering any assistance or improvements.
- Monitor inventory of brochure racks, office supplies, batteries, firewood, toilet paper, paper towels, evaluation cards, etc.
- Help set up requested audio visual equipment prior to each retreat.
- Be familiar with how to operate audio visual equipment (following appropriate training).
- Meet with the Conference Services Coordinator and guest group leader at the start of each retreat.
- Close out each retreat by retrieving master keys, radio, evaluations cards; putting away all audio visual equipment- noting any missing or broken items; and putting away all misplaced recreation equipment- again noting any lost or broken items; working with the Redwood Camp custodians until the end of your shift.
- Assist Redwood Camp staff and the Conference Services Coordinator with any manageable projects throughout camp.
- Deliver group's folder to the Conference Services Office at the end of the weekend.

*Please note: Additional duties may be required depending on the needs of the individual guest groups.*

