



**Position: Campground Host**

revised 11/10

**Qualifications:**

A dedicated Christian who is at least 18 years of age  
Ability to work with people, take initiative and work independently  
Some knowledge of record keeping.

**Reporting Relationship:**

The Campground host reports to the Camp Director.

**Responsibilities:**

Registering campground and retreat guests. Work with the Office Manager to obtain reservation lists.

Assist guests in making future reservations and reporting reservations to the Office Manager.

Be the ambassador and spokesman of the camp to guests; working with them in making necessary and appropriate changes to site reservations as requested, and caring for guest needs.

Collection of fees for campground and retreat guests, including ice, firewood, waterfront, etc.

Prepare a detailed report and deposit of campground and retreat activity/fees to present to the Office Manager for data base and deposit reporting.

Oversee the daily operation of the campground area, monitoring ice, firewood and waterfront for restocking and availability.

Inspect campground equipment and facilities. Report any deficiency or repair needs to the Site Manager and/or Camp Director.

Coordinate Cleaning duties associated with the campground: Pavilion Care- picnic table area and bathrooms, Garbage Collection, Camp site care- campfire ring cleaning and site arrangement.

Be a support to the summer program and be available for other camp functions as needed and appointed.

**Benefits:**

Campsite with Full Hook-Up.  
Full use of the camp and its facilities.  
Meals, when the summer program is in session (June-July).  
Compensation based on need and abilities.