



Job Announcement

Luther Park Bible Camp in Chetek, Wisconsin is seeking a part-time, year-round Retreat Host.

RETREAT HOST JOB DESCRIPTION

ROLE DESCRIPTION

The purpose of this position is to carry out the mission of Luther Park Bible Camp through the care and attention to our retreat and rental groups. The person in this position must be willing to adhere to the personnel policies of Luther Park Bible Camp. Luther Park seeks a self-starter with a strong work ethic, ability to work alone, work as a part of a team, troubleshooting, problem-solving and communication skills.

QUALIFICATIONS

- Be committed to Luther Park Bible Camp's (LPBC) philosophy and program as it continues to develop within the mission of the Christian Church and Member Congregations.
- A commitment to create an inclusive and welcoming environment for all people.
- At least 18 years old and 1 year at college or away from home.
- Ability to relate well to youth, adults, group leaders, and pastors.
- Hold a valid driver's license and have a good driving record.
- Demonstrate leadership ability and high level of responsibility.
- Demonstrated personal responsibility, resourcefulness, and individual initiative.
- The ability to model and facilitate healthy communication and conflict resolution skills.
- A heart for others and the cares and concerns of a diverse constituency with the ability to manage the needs of LPBC.

RESPONSIBILITIES

- Support the camp administration in the fulfillment of the stated mission and objectives that have been adopted by Staff and the board of Directors.
- Attend 1 day of host training.
- Serve as host of all user groups and guests, exhibiting radical hospitality.
- Set up for user groups and guests, open cabins, turn on heat, maintenance checks, check bathroom supplies, unlock meeting rooms and post welcome signs, set up dining hall as needed.
- Assist Office Manager, Program Director, or Associate Program Director in the welcome, check-in and facilitate orientation for all groups.
- Check out groups and lock all appropriate camp buildings.
- Provide the Property Manager with any maintenance requests.
- Check-in with group leaders in the mornings and afternoons.
- Arrive 30 minutes before meals to check-in with the Head Cook to see what is needed.
- Serve as host for meals when needed, giving orientation, announcements, and checking that tables and dining hall are clean at the beginning of each meal.
- Operate the camp store as requested and scheduled.
- Check all public restrooms daily, restock and clean if necessary.
- Check all meeting rooms being used daily and remove trash as necessary.

- Coordinate outdoor space usage, potentially having to build fires or provide supplies as necessary.
- Be available by phone while on duty and respond as needed by text or call.
- Assist Property Manager with sidewalk accessibility, salting or shoveling as needed.
- Monitor weather conditions and inform groups of weather watches and warnings.
- Other duties as assigned.

PHYSICAL WORKING CONDITIONS

This job requires the ability to stand, move, bend for long periods of time, with the occasional activity of setting up or taking down tables and chairs. The job requires the ability to communicate positively with guests and staff as necessary.

COMPENSATION

- \$150 per weekend (approximately 10 hours + on-call for whole weekend).
- The Retreat Host may eat meals, when provided, with the camp community.

ACCOUNTABILITY

Responsible to the Office Manager.

TO APPLY

Please refer to lutherpark.org for background on Luther Park and our programs. We will be accepting applications until the position is filled.

Those interested in applying should email Eric Klein our Executive Director at eric@lutherpark.org with the subject "Retreat Host Position." Please tell us a bit about yourself and why you want to join the Luther Park Community.

We acknowledge that the work sector has disproportionately hurt the most marginalized people in society — including people of color, people from working class backgrounds, women, LGBTQ people and young people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.