

CAMP SWATARA

FAMILY CAMPING CENTER HOSTS – JOB DESCRIPTION

POSITION: Family Camping Center Hosts

PURPOSE: To assist in the operation and program of the Family Camping Center

GENERAL POSITION DESCRIPTION: This is a part-time, seasonal, volunteer position lasting from approximately April 1 to November 1 during our Family Camping Center season. The Family Camping Center (FCC) has 140 sites for tent, cabin, and RV camping for individuals, families, groups, and churches. The Family Camping Center Hosts assist with FCC operations like housekeeping, storekeeping, and hospitality, as well as programs like miniature golf, Sunday morning worship, and special events. Benefits include on-site housing in the campground.

RESPONSIBLE AND REPORTABLE TO: Shift Managers, Store Manager, and Family Camp Manager

ACCOUNTABLE TO: Executive Director, Other Staff, Board of Trustees, and Camp Guests

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the values of the Church of the Brethren.
2. Skills, training, and/or experience in housekeeping, storekeeping, program, and hospitality.
3. Interest in serving in a Christian camp setting. Camp experience is preferred.
4. Personable style and skills in relating to staff, guests, and campers.
5. At least 21 years of age.
6. Married couples are preferred.
7. Acceptance of Family Camping Center Hosts' Responsibilities and Camp Swatara Personnel Policies.

RESPONSIBILITIES

1. General
 - a. Recognize role and responsibilities as part of the overall mission and ministry of Camp Swatara, The Church of the Brethren, and the ongoing work of Jesus Christ.
 - b. Exhibit a spirit of cooperation, flexibility, and commitment to the team relationship with other camp staff.
 - c. Create and foster an atmosphere of friendliness and hospitality in the FCC to ensure an enjoyable experience for staff, campers, parents, and guests.
2. On Call Hosting
 - a. Serve as on call host in place of the campground manager for one weekend a month April through October.
 - b. Make rounds of the campground 3 times a day, be available for questions, check in with groups and respond to any needs or concerns.
 - c. Set up fellowship hall for worship, open fellowship hall on Sunday Mornings and open the service with a welcome.
3. Housekeeping and Maintenance
 - a. Be aware of housekeeping and maintenance needs and report concerns to the Family Camp Manager/ Store Manager.

- b. Assist with housekeeping by cleaning bathrooms, sites, and pavilions as assigned
 - c. Conduct a weekly trash hike to pick up litter.
- 4. Storekeeping
 - a. Assist in store operation on an occasional basis including stocking shelves, sales, and pricing.
 - b. Serve as receptionist for Family Camp including welcoming and checking in campers, collecting fees, managing recreation equipment, answering the phone, and taking reservations.
 - c. Respond to campers' questions, complaints, and suggestions positively and accurately. Refer difficult situations to the Family Camp Manager
- 5. Miniature Golf
 - a. Operate the miniature golf course on weekends, as scheduled, including collecting fees, handing out equipment, and enforcing rules and regulations.
 - b. Communicate with and provide oversight to the Miniature Golf Coordinators and necessary work at the Mini-golf area.
 - c. Assist with miniature golf course maintenance as needed.
 - d. Oversee and communicate with volunteers maintaining the mini golf course.
- 6. Assist Family Camp Manager and other camp staff in planning and leading programs and special events including the barrel train, movie nights, campfires, Mother's Day, Father's Day, Strawberry Festival, Memorial Day, and Labor Day.
- 7. Sunday Morning Worship
 - a. Help to set up and take down chairs and equipment in Fellowship Hall for Sunday services.
 - b. Welcome guests to worship and pass out weekly worship bulletins and music handouts.
 - c. Assist with offering collections as needed.
- 8. Standards, Regulations, and Policies
 - a. Abide by all state and local health department regulations.
 - b. Follow and enforce all camp policies and procedures.
- 9. Participate in performance reviews with Family Camp Manager in May, July, and September. Also in end of season review and evaluation.
- 10. Assist in other areas of camp operation that may arise for the ministry of Camp Swatara.