

Voyageurs Lutheran Ministry
Retreat Host

The Mission of VLM:

Voyageurs Lutheran Ministry provides opportunities for Christ-centered spiritual growth, leadership development, and outreach in God's great northwoods.

Purpose:

Assist in the planning, implementation, and management of a Christian camping and retreating ministry consistent with the objectives and mission of Voyageurs Lutheran Ministry.

Accountable to: Hospitality Coordinator

Knowledge and Abilities required:

- A commitment to the mission and values of Voyageurs Lutheran Ministry and desire and ability to share the love of Christ with others
- Genuine and hospitable presence when welcoming guests
- Desire and ability to work with youth, families and adults in a Christian camp setting
- Ability to communicate well and maintain constructive relationships
- A general knowledge of safety and risk management in a camp setting
- Willingness to care for facilities and equipment, manage tasks, do routine cleaning, and provide for a safe living environment for campers, guests and staff
- Physical ability to carry out all aspects of the job, including the ability to lift 30 pounds
- 21 years of age or older

Ministry Responsibilities:

Rental Group Host

- Interpret VLM's mission and programs to guests, and demonstrate genuine hospitality toward all members of retreat group
- Prepare housing and program space for rental groups as needed prior to their arrival (i.e. set out welcome information, wipe off tables, check trash cans for liners)
- Orient rental groups and clarify expectations of their stay
- Be present and check-in regularly with rental groups during their stay
- Implement risk management and emergency procedures when necessary, and provide for the safety and well-being of all guests
- Open Canteen as requested. Handle financial transactions and collect tags/record sales as applicable
- Be present as rental groups prepare for departure to assess condition of facilities
- Conduct a basic clean up after groups have departed – empty trash, return any used sport equipment to appropriate storage, close windows, turn off lights, etc
- Submit all paperwork within 24 hours to the Hospitality Coordinator; Secure any fees and donations received

Retreat/Event Host

- Interpret VLM's mission and programs to guests, and demonstrate genuine hospitality toward all members of retreat group

- Prepare housing and program space for rental groups as needed prior to their arrival (i.e. set out welcome information, wipe off tables, set up requested equipment)
- Orient retreat groups and clarify expectations of their stay
- Be present and available throughout each day for questions
- Assist with set up/use of camp AV equipment, moving tables, or other tasks related to contracted services
- Open Canteen as requested. Handle financial transactions and collect tags/record sales as applicable
- Work with Food Service Staff as needed to provide quality meal service
 - Assist in final serving preparations – setting up buffet, making coffee, etc
 - Observe serving line, beverage counter, and overall dining hall during meals, and assist with or alert kitchen staff to group needs
 - Assist with dining hall clean up after meals – wiping down tables, spot sweeping as needed
 - Assisting with washing and putting away dishes
- Implement risk management and emergency procedures when necessary, and provide for the safety and well-being of all guests
- Be present as retreat groups prepare for departure to assess condition of facilities
- Conduct a basic clean up after groups have departed – empty trash, return any used equipment to appropriate storage, close windows, turn off lights, etc
- Submit all paperwork within 24 hours to the Hospitality Coordinator; Secure any fees and donations received

Performance Evaluations:

Evaluations will be done on a regular basis by supervisor.

Terms:

This is a part-time, non exempt position. Salary is minimum \$15 per hour based on experience and is adjusted to reflect the type of group (rental vs retreat/event). Employee is subject to termination in accordance with the Personnel Policies of VLM.