



## **Campground Manager**

**MISSION:** The mission of Woodcrest Retreat is to introduce people to Jesus Christ and encourage Christian growth through programs and partnerships that emphasize creation and community.

**PURPOSE OF THE CAMPGROUND MANAGER:** The Campground Manager shares in Woodcrest's mission by providing leadership to our busy summer weekends ensuring that guests are able to experience the wonder of God.

**HOURS:** 25-35 hours concentrated on Fridays through Mondays. This is a seasonal position roughly running Memorial Day through Labor Day. Scheduled time off possible on a few weekends.

### **REQUIREMENTS FOR THE CAMPGROUND MANAGER:**

- 25 years of age or older
- Committed Christian who is active in his/her church, and growing in faith.
- Be in agreement with and committed to the Woodcrest Retreat Mission and Faith Statements.
- Demonstrate good communication skills in order to interact with staff, camper, parents, guests, and visitors (speaking Spanish is a bonus).
- Mobility and physical fitness to traverse the property of Woodcrest in order to meet the needs of the position.
- Be sensitive to the needs of guests and staff.
- Willing and able to work in a team oriented, Christ-centered environment.

**IMMEDIATELY RESPONSIBLE TO:** Operations Director

### **ESSENTIAL RESPONSIBILITIES & SKILLS:**

- Manage the weekend guest groups and staff.
- Ensure the facilities are ready for schedule groups prior to their arrival (includes assisting with sweeping of pavilions, picking up trash, emptying trash cans, etc...)
- On scheduled Fridays manage the check-in of campground guests.
- Connect with group leaders while on camp and creating a welcoming environment (we want to build relationships with our guests).
- Manager weekend staff to run waterslide, do basic cleaning, and prepping spaces for groups.
- Staffing the camp office/store during scheduled hours on weekends.
- Respond to guest service issues (questions, complaints or suggestions) in a Christ-like manner.
- Working with our Reservationist to review weekend groups and reporting maintenance needs.
- Offer Wagon Rides to groups as scheduled.

## **Campground Manager Job Description Continued**

### **RESPONSIBILITIES CONTINUED:**

- Ensure that camp policies are adhered to by weekend groups and campers including being a presence in the evenings on the campground to enforce quiet hours.
- Model a godly work ethic and a servant's heart among staff, campers, guests and visitors.
- Answer phones during office time and leave appropriate notes for weekday staff.
- Create and foster an atmosphere of friendliness and hospitality so that campers, guests, and staff have an enjoyable experience while at Woodcrest.
- Have fun and enjoy getting to know campers and guests while serving them well.

Note: This person is a part of an integrated team that works together to accomplish our goals and mission. As such he or she will contribute ideas and time that may fall outside of this job description. This person is expected to join in staff meetings.

*This list of responsibilities is not exhaustive and is subject to change upon review.*