



## Job Description

**Title:** Program and Hospitality Generalists

**Type:** Temporary, Seasonal

**Supervisor:** Associate Executive Director

**General Overview:** Program and Hospitality Generalists are responsible for a variety of tasks and programs across departments. Over time, Generalist Staff take on increasing responsibility in hospitality, youth programming, maintenance, land management, and foodservice. Generalist staff work independently as well as on team projects and take turns in leadership roles as well as supporting the leadership of others. Activities occur both inside and outside and employees are subject to both environmental conditions.

## Essential Functions (including but not limited to the following):

### Camper Care and Camp Program (30%)

- Lead and plan activities for field trips and overnight school retreats.
- Lead or monitor activities such as swimming, archery, nature hikes, arts, ropes course, teambuilding, outdoor cooking, and outdoor skills based on training and experience.
- Provide care and guidance to campers, ensuring their physical and emotional safety.
- Coordinate with chaperones to ensure consistent supervision and expectations.

### Hospitality and Foodservice (30%)

- Act as host for guest groups in rotation with other staff. Hosts coordinate with group leaders, lead other staff, and are on call for guest needs.
- Assist guests with questions, concerns, activities, accommodations, or any other need.
- Support foodservice including dishwashing, cleaning, and food preparation.

### Maintenance and Land Management (30%)

- Assist maintenance staff in minor repairs around camp as directed.
- Assist with cleaning of buildings, maintaining trails, and upkeeping grounds.
- Participate in land management activities such as wood splitting, chipping, trail maintenance, and brush clearing.

### Training and Community Development (10%)

- Actively participate in all camp trainings and meetings as a participant or facilitator.
- Provide and receive feedback from directors and fellow staff.
- Communicate with supervisors and peers in line with Camp Stevens values.
- Take turns being in the lead role and supporting others who are in a lead role.

## Physical Requirements

- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, communicate clearly, and perform repetitive motions.
- Ability to hike several miles over rough terrain, carry loads of up to 50 pounds.

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Staff Member's Printed Name

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Staff Member's Signature

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Date

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Director's Signature

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Date