



Retreat Center Manager - Job Description

- I. Reports to Business Services Director
- II. **Duties:** The Retreat Center Manager is responsible for year-round reservations, hospitality, and operations of the retreat center, all camp sponsored non-summer programs, and summer camp registration, all of which includes but is not limited by the following:
 - a. Administration
 - i. Retreat Center - Responsible for administration of all retreat center processes including: tours, scheduling, contracting, coordinating, prepping host, hospitality, billing, and guest feedback
 - 1. Coordinate and communicate meals, special diets, and general kitchen feedback with kitchen staff in timely, clear fashion
 - 2. Coordinate and communicate facility use and repairs and other needs with maintenance staff in advance and as problem arise
 - ii. Summer camp – camper registration including data entry, downloading online registration, weekend office management; billing and payments, medical and release form management, cabin requests, session reservations and packing lists, and financial aid/campership requests and packages
 - iii. Maintain Camp Brain and Google calendar with up-to-date, accurate information
 - iv. Schedule insurance coverage for campers covered by the camps health and accident insurance and complete related billing sheet for payment.
 - v. Assist with marketing and promotion as needed
 - b. Personnel
 - i. Train, mentor, support, and schedule weekend hosts
 - 1. Assist host before, during, and after meals with set-up, clean-up, and maintaining a clean and tidy Dining Hall
 - 2. Participate in Friday and Sunday list work
 - ii. Supervise and schedule part-time housekeeper
 - iii. Collaborate with bookkeeper on all retreat center payments and summer camp registration, online and otherwise
 - c. Food Service
 - i. All staff share responsibility for dishwashing, cleaning and assisting with food preparation.
 - d. Program
 - i. Host retreat weekends during busy program seasons (August/September, May/June) with assistance from Winter Staff (co-host or train when possible)
 - ii. Prepare and execute retreat center training(s)
 - iii. Plan and organize all on-site family camps, Camp Stevens sponsored retreats, and special events using principles of creative process, consensus, and creativity
 - iv. Serve as lifeguard as needed if qualified
 - v. Serve as lead ropes course instructor if qualified
 - vi. Assist with program as needed
 - e. Facilities and Maintenance
 - i. Responsible for cleanliness and upkeep of all lodges; includes
 - 1. Regular walk-throughs and inventory of maintenance and repair issues,
 - 2. Maintain closet space and contents, including A/V equipment needed for group use
 - ii. Purchase supplies for lodges or Dining Hall needed to better guest experience in collaboration with Food Services Director and other staff as necessary; Assist in and do minor repairs and maintenance around the camp

- f. Other
 - i. Fill in for or assist other employees as necessary
 - ii. Assist with representing Camp Stevens at conventions, fairs, or visits as needed or interested

- III. Housing, utilities, food and hospital/medical/dental insurance is provided
- IV. The normal work week is 5 days per week except during the summer camp program when it is 6 days per week
- V. Vacation leave is 10 days/year.
- VI. Days off shall be coordinated with Administration Director
- VII. Must be physically fit and able to hike several miles over rough terrain, carry loads of up to 50 pounds, provide safety for the rigorous ropes course programs, have at least average eyesight and hearing and have the ability to communicate with people of mixed age and skill levels.

Employee Signature: _____

Date: _____

Hiring Director Signature: _____

Date: _____