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## Year Round Retreat Host

### **Hours:**

Flexible based on user demand

### **All Staff Expectations:**

1. Serve in a loving, Christian manner
2. Respect and uphold confidentiality in all matters deemed necessary
3. All duties necessary as a Badlands Ministries employee to further the ministry
4. Attend bimonthly staff meetings
5. Make public relations appearances / presentations as needed

### **Qualifications:**

- 1 Must be organized and hospitality minded.
- 2 Basic computer skills and competency using job related software
- 3 Skills to effectively manage non-camp sponsored retreats and events from start to finish including: giving tours to potential users (as requested) and providing pricing for site usage, booking reservations, sending out and receiving signed contracts, making sure site is clean and ready for guests, greeting guests and providing hospitality during their stay, working with Office Manager in collecting deposits and payment.

### **Responsible to:**

Director

### **Specific Job Duties for Retreat Host:**

1. Effectively respond to inquiries for site rentals via phone and/or e-mail. Must have clear understanding of the groups needs including size, requested dates, facilities needed, facilities available, etc. Log and organize group contact information along with the other gathered information in an effective manner. Give prospective groups tours of site and facilities as needed.
2. Provide groups pricing based on camp usage rate schedule.

3. Handle all booking information, calendar up-dates, contracts, and deposits. Keep other staff up-dated regarding site usage, and communicate group needs as applicable to Site Manager, Director, Ropes Coordinator, and Program Director.
4. Work with Site Manager and Custodian to ensure facilities and site are ready for a groups arrival.
5. Greet groups upon their arrival to exhibit hospitality, review camp policies, and to answer questions. Be available for questions during a groups stay, and meet with group after their stay to make sure facilities and site are left in good order.
6. Responsible for invoicing and collecting payment from groups after their stay. Work with Office Manger to make sure payment is received.
7. Anything else necessary to further the ministry.

*Last Revised 2/13/2011*