

Cho-Yeh Camp & Conference Center



Job Title: **Waypoint Leadership Program**

Department: **Program**

Reports to: **Retreat Coordinator/Activity and Recreation Manager**

Prepared Date: **04/05/2018**

Summary:

The retreat host and activity intern has the unique ability to be involved in multiple areas of camp. They can expect to work in all areas of camp, but primarily in our guest services and activity departments. Our mission is to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures, we rely heavily on our host to live this mission statement out for our guest groups.

Essential Job Functions:

- **Guest Retreats**
 - Prepares for guest group arrivals by setting up meeting rooms with chairs and A/V needs
 - Hosts guest groups by assisting with arrivals and being on call to assist with needs as they arrive during the weekend
 - Runs desired activities for guest groups
 - Shuts down camp after guest groups leave
- **Activities**
 - Assumes responsibility of an activity area including general maintenance and improvements
 - Receives training in multiple activity areas and leads these activities for guest groups
 - Assists the activities director in a wide variety range of activities
- **Road Crew**
 - Transports inflatables and rock wall to Houston and surrounding cities to partner with churches to bring camp to the city
 - Assists the marketing department when needed
- **Program**
 - Assists the program recruiters in recruiting summer staff
 - Assists with interviewing and hiring work crew applicants
 - Organizes and assumes responsibility of our winter program, Campy Christmas
- **Leadership Training**
 - Desires to be an active member of a learning and growing community by working together, communicating and serving the group
 - Desires to cultivate personal faith through Bible studies, group discussions and serving others
 - Desires to learn more about themselves through self-assessments, reading, growing in God-given abilities, and working hard.

Qualifications

- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into the culture.
- Strong spiritual life and devotion to Christ as well as experience sharing personal testimony in a variety of venues and being vulnerable and open about personal faith journey
- Ability to sign statement of faith

- Demonstrated ability to cultivate healthy relationships, to maintain strong family ties, and to offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles
- Must be able to regularly work long and varied hours including weekends and some holidays
- Must maintain a positive attitude and provide a positive environment for campers
- Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to campers

Knowledge, Skills, and Abilities:

- Willingness to learn and grow in the subject knowledge
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to effectively manage their own time and have great attention to detail
- Ability to show initiative and function as a self-starter
- Ability to complete other duties as assigned

Physical Aspects of the Position:

- Ability to understand and implement safety regulations and procedures
- Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests
- Physical strength to lift supplies (40 pounds)
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time