



## Cho-Yeh Camp & Conference Center, Inc. Job Description

**Job Title:** Guest Retreat Host  
**Department:** Guest Retreats  
**Reports To:** Guest Retreat Coordinator  
**Prepared Date:** 6/25/2019

### Position Summary:

The Guest Retreat Host works with the retreats department to provide Camp Cho-Yeh retreat guests with high quality, seamless experiences, in fulfillment of Camp Cho-Yeh's mission. In addition to retreat hosting, the guest experience specialist will focus on the physical elements of the group experience. He/She will serve as the primary point person on group setups, facility readiness, and catching the details that are prone to oversight. This position is part of a progression toward retreat coordination roles.

### Essential Job Functions:

- Oversee and execute event setups
- Host-guest groups by assisting with arrivals and being on call to assist with needs as they arise during the event
- Run guest requested activities
- Assist in troubleshooting logistical challenges and emergencies that arrive during a weekend
- Shut down camp after guest groups leave
- Receive training in multiple activity areas and lead these activities for guest groups
- Serves in on-call rotation for overnight coverage of guest needs
- The ability to live on-site in Camp housing
- Live in shared housing
- Work irregular and long hours
- Willing to work the majority of the time outdoors
- Able to take on-call shifts periodically
- Able to display the qualities and characteristics of the valued Cho-Yeh employee document

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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. Being vulnerable and open about personal faith journey. Ability to sign Camp Cho-Yeh's statement of faith.
- Demonstrated strong detail orientation with "eyes to see" in anticipation of guest experience.
- Demonstrated ability to cultivate healthy relationships, and to maintain strong ties.
- 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 guest and campers.
- Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to guest and campers.
- Strong awareness and commitment to preventing, detecting, and responding to physical, emotional, or sexual abuse

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or equivalent from four-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

### **REASONING ABILITY**

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.

### **TIME MANAGEMENT ABILITY**

Ability to effectively manage own time and have great attention to detail. Ability to show initiative and function as a self-starter.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms; and talk or hear. The employee will regularly walk long distances. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and distance vision. In most cases, applicants should be able to meet lifeguard certification swim requirements as well as be able to work at height.

### **EMPLOYEE BENEFITS**

- On-Camp Housing
- Meals Provided when guest groups are on camp
- 401k w/ 6% match
- Health Benefits and a Health Savings Account
- Paid Time Off
- Leadership Development Classes



- Team building training
- High Ropes training
- Lifeguard training and certification
- First Aid and CPR training and certification
- Full access to the Waypoint Leadership Program which includes leadership curriculum, personal development classes, one on one professional coaching, community building, and outreach opportunities, with intentional and practical opportunity for spiritual growth.