



# HOSPITALITY DIRECTOR

## Job Description

### QUALIFICATIONS AND REQUIREMENTS

- **21 years or older**
- **Loving and accommodating to staff, campers, families and all camp guests**
- **Needed attributes for this position:**
  - Servant Leader
  - Integrity
  - Initiative responsible/reliable
  - Attention to detail
  - Warm
  - Organized
  - Flexible
  - Humble
- **Help fundraise \$250 per camp you serve through Mission Support**

### CHAIN OF COMMUNICATION

- **Report to & Collaborate with Director of Camping and the Camp Director**
- **Communicate well with:**
  1. Kids Camp Director
  2. Nurse
  3. Full Time SW Staff(when needed)

# PRE-CAMP RESPONSIBILITIES

- **Complete and turn in Youth Protection Training and W9 form**
- **Organize staff folders \*refer to HD checklist/Camp Essentials doc**
- **Print out medical forms or get them digitally saved on ipad for Nurse**
- **Confirm that all staff have completed W9's & Youth Protection Training**
- **Familiarize yourself with where all camp items are located**
- **Prepare prepaid cards for camp store**
- **Ensure that camp store items are organized and communicate/coordinate Still Water office if any items need to be purchased**
- **Awards to prep:**
  - Cabin Awards - collaborate with Core Team Boss
  - Coaches Awards - collaborate with Head Coaches
  - Returning Campers - third and six year charms
- **Things to print/gather:**
  - Updated Schedule
  - Updated Cabin List
  - Updated allergies → Kitchen

# CAMP RESPONSIBILITIES

- **Familiarize yourself with all camp families and guests. Determine special needs and special ways to make staff and families feel appreciated and loved throughout the week. Camp Director will also let you know what needs to be done.**
- **Meet with Camp Director daily**
- **Run Camp Store utilizing Core Team Boss and Core Team**
- **Maintain lost and found**
- **Check in with photographer, videographer, Kids Camp, Nurse, to make sure they are completing their daily duties**
- **Check "emailmycamper@swcm.org" emails from parents daily, print, distribute to Cabins by dinner**

# FINAL DAY OF CAMP DUTIES

- **Breakfast**

- Distribute Camper Testimonies
- Distribute Staff Surveys - completed before leaving
- Make sure each table has pens
- Make sure each cabin has large envelope
- Work with Photographer for cabin & AAC picture
- Work with Videographer for camper interviews

- **Chalk Talk**

- Welcome parents as they arrive
- Make sure refreshments (Coffee & Fruit) are available
- Have 3rd & 6th year Charms ready - Programmer/CD present
- Make Post Camp Ministry Announcement

## POST-CAMP RESPONSIBILITIES

- **Assist with camp clean up, making sure items return to the appropriate places and can be easily found for the following week.**
- **Prep TL's for writing thank you cards *before leaving***
- **Distribute Love offerings - *AFTER* staff complete items on their check lists**
- **Organize staff lunch (may need to coordinate on staff arrival day)**
  - Call restaurant and give head count
  - Call Restaurant with ETA