

**MISSION:** *Lutherans Outdoors in South Dakota welcomes all to explore and experience Christ’s love in community and creation.*

**POSITION:** Primary host for retreats and conferences at Outlaw Ranch. Principal responsibilities include set up, clean up, welcome, orientation, housing, cleaning camp facilities, and doing dishes. Includes some planning, coordinating, and leading of programmed retreats.

**RESPONSIBLE TO:** Directly responsible to the Program Director.

**QUALIFICATIONS:**

1. Must be a practicing Christian supportive of the philosophy and mission of Lutherans Outdoors in South Dakota.
2. At least 21 years old.
3. Prior experience in a camp program.
4. A basic knowledge of planning and leading conferences and retreats as well as a good understanding of hospitality.
5. Ability to meet and deal with the public and to respect and work with people of all ages and interests.
6. Ability to supervise individuals and address conflict.
7. Ability to lead and inspire small and large groups.
8. Self-motivated, able to work independently, practice good judgment, and stay organized.
9. Ability to work flexibly with a team and accept direction from a supervisor.
10. Good physical health, stamina, and the ability to work long active days.
11. Emotional stability, high moral character, positive outlook, and a servant attitude.
12. At ease in small and large groups and with time alone.

**RESPONSIBILITIES:**

1. Maintain retreat standards of cleanliness, hospitality, and organization.
2. Practice good communication and coordination with all staff whose positions relate to our retreat operation in any way (office manager, food service director, facility manager, and others).
3. Host retreat groups. Includes set up, clean up, welcome, orientation, housing, some program planning, and cleaning camp facilities and doing dishes.
4. Assist with cleaning of facilities and kitchen cleaning.
5. In consultation with Program Director, assist with programming and leading various retreats/conferences at OR.
6. Be a program resource person for retreat groups.
7. Help with promotional events as retreat schedule allows.
8. Other duties or responsibilities occasionally assigned by the Camp Director for the good of the camps.
9. Assist where needed and assigned as part of the Lutherans Outdoors staff team.
10. Work as a team and speak well of fellow staff and Lutherans Outdoors in SD.

**WORK SCHEDULE:**

Work hours are scheduled in accordance with the camp calendar. Work hours normally include evenings and weekends five or six days a week with one or two days off.

**COMPENSATION AND BENEFITS:**

Compensation and benefits includes weekly salary, on-site furnished housing, wireless internet, laundry facilities, meals during retreats, use of camp vehicle for camp business, and vacation time.

**ESSENTIAL FUNCTIONS:**

Ability to work long, active days, especially during retreats. Able to do physical work around camp, such as cleaning, snow shoveling, hauling firewood, setting up facilities and meeting supplies for groups. Able to drive camp vehicles safely and assist guests in and out of vehicles.