



## JOB DESCRIPTION

**JOB TITLE:**

**Hospitality / Food Service / Program Development**

**HOURS:** Full-Time (approx. 40 hours/week on average)

**REPORTS TO:** Executive Director

**KEY OBJECTIVES**

- Host guest groups, volunteer teams, visitors, etc.
- Manage camp's kitchen and food service for Lost Timber programs and guest groups.
- Maintain, grow, and develop camp programs to meet the goals of the ministry.

**SPECIFIC RESPONSIBILITIES:****Hospitality**

- Host guest groups – be present on campgrounds while guest groups are here. Check-in regularly and answer questions, take action quickly to meet their needs and exceed their expectations. Ensure camp is left clean upon departure and conduct cleaning/restocking.
- Provide tours to potential guest groups.
- Host and lead volunteer groups. Set up projects, provide good hospitality while they serve.

**Food Service:**

- Obtain and maintain FoodSafe Certification.
- Plan menus, purchase food for Lost Timber camps and guest groups when requested.
- Cook for events as needed – plan to cook at least one week and one weekend every year to gain perspective.
- Maintain kitchen organization & cleanliness.
- Train cooks on menu plans and food safety practices.
- Follow Minnesota Dept of Health standards for food service and be present for annual health inspection.

**Program Development**

- Program Direct summer camp programs and weekend retreats when needed.
- Support summer camp Program Directors and communicate with them regularly.
- Assist in recruiting camp volunteers.
- Identify and develop new retreats and programs.
- Maintain current community days and develop ideas for new community events.
- Help meet with church leaders and congregations to promote the ministry and vision of Lost Timber.
- Lead the pre-event preparation and post-event clean up.
- Identify and develop future camp leaders.
- Assist in social media marketing and developing marketing materials.
- Maintain clean and organized program areas and equipment storage.
- Perform routine maintenance and timely repairs of program equipment.
- Maintain program equipment inventory



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### **QUALIFICATIONS:**

#### **SPIRITUAL**

- Committed growing Christian, deepening their personal relationship with Jesus Christ and modeling it to others.
- Exhibit personal qualities that are of the highest integrity and unquestionable honesty.
- Easily respected for godliness, skills, and knowledge.
- Earnestly seek God's will above all other possible motivations.
- Demonstrate a heartfelt desire for people to closely follow Jesus Christ.
- Endorse and be committed to the Mission, Vision, and Values of Lost Timber Bible Camp.
- Exhibit Christ's love by developing positive and encouraging relationships with camp staff.

#### **EDUCATION AND EXPERIENCE**

- Previous experience in camp ministry leadership. (2yrs)

#### **SKILLS AND ABILITIES**

- Preferable spiritual gifts: Leadership, Encouragement, Servanthood, Organization
- Strong organizational, oral and written communication skills and the proven ability to relate interpersonally with guest groups, program staff, church leadership from the communities and service vendors/suppliers.
- A leader of leaders; ability to effectively identify, recruit, develop, and inspire leaders to lead staff and campers in running all aspects of Lost Timber's camp programs.
- Teachable team player who can also work independently. A self starter, one who takes initiative.
- Computer background skills and experience necessary. Proficient in Microsoft Office applications including Word, Excel and PowerPoint.
- Enjoy working with kids and youth.

#### **REQUIREMENTS**

- Be a committed/involved member of a local Bible believing church.
- Must be able to pass a criminal background check.

#### **INTANGIBLES**

- It is critical to focus on growing camp leaders and the ministries of Lost Timber rather than just maintaining what exists.
- Willingness to live in a camp setting and work irregular hours to do whatever it takes to provide an enjoyable and memorable camp experience for guests.
- Work with daily exposure to the sun and heat and varying weather conditions.
- Housing may be provided but is not guaranteed for this position.
- Striving for excellence in everything that we do is important.

#### **EVALUATION**

- An annual evaluation of the position and the person holding the position will be completed by the Executive Director.