

# **Nebraska Lutheran Outdoor Ministries Job Description**

**Position Title:** Host Date: May 2024

**Reports To:** Manager of Hospitality

**Position Type:** Hourly/Full-time with benefits

## **Summary of Responsibilities**

The Host works to further the mission of Nebraska Lutheran Outdoor Ministries by providing gracious hospitality to guest groups served by NLOM. The Host does everything possible to ensure that each group who comes to Carol Joy Holling Center has all it needs to accomplish its goals while on site. Due to the oversight needed to ensure the security of camp property and the safety of guests, this Host position is required to live on the Carol Joy Holling Camp property in the apartment provided at a discounted rate.

As part of this overall hospitality, may be needed to provide housekeeping support when needed.

The position schedule is variable and is scheduled across seven days, often including evenings until 8pm and weekend shifts.

## **Specific Responsibilities**

Regularly assigned tasks will include:

1. Conduct setups for Meeting and Conference rooms and ensure their cleanliness
2. Greeting, hosting and aiding departure of guest groups
3. Stocking of hospitality areas
4. Provide housekeeping support as needed and requested
5. When needed, transport laundry between retreat facilities and camp laundry
6. Do Garbage pickup, recycling material pickups, and maintain trash/recycle areas
7. Communicate regularly with other hosts regarding status of daily tasks.
8. On call overnight service as needed when guests are on-site
9. Occasional airport transportation
10. Other duties as assigned

## **Professional Expectations and Requirements**

1. Be an example of the Mission, Vision and Values of NLOM
2. Maintain the confidentiality of sensitive matters and information
3. Thorough understanding of NLOM's policies and practices
4. Subscribe to the Communications Covenant for NLOM Staff
5. Adhere to the standards and Code of Ethics of the American Camp Association