

Job Title: Guest Services Host
Department: Program
Reports to: Program Directors

Position Summary:

The Guest Services Host will work under the Program Directors. This includes hosting and meeting the needs of the current guest groups on the grounds and coming alongside Lake Geneva Ministry's Program team when available. The host would be the person group leaders would contact if they had any needs. Other responsibilities include being on call in the evenings, checking groups in, checking groups out, turning in guest paperwork in a timely manner, and other items as they arise.

Essential Qualifications:

- Be of sound Christian faith and good Christian character
- Self-starter, but can take direction
- Must have a strong desire and heart to serve and meet the needs of guests.
- Must have good communication and people skills.
- Will need to get up in front of medium to large groups to make announcements etc.
- Must be willing to dress appropriately when on duty and particularly when hosting groups.
- Must have a valid driver's license and good record.

Specific Responsibilities:

- Prepare for guests' arrival onsite
- Hosts guests and trouble shoots while guests are onsite
- Close down buildings after guests leave
- Give tours to potential customers – is knowledgeable about our properties and our programs
- Timely communication of needs, concerns, damages, deferred maintenance issues to appropriate department
- Organize, inventory and store all AV, sound equipment, coordinate with Program team for camp needs
- Participation in camp and program ministry activity where available
- Other duties as assigned

*This job description is by no means all-inclusive. It is an overview to provide a general idea of what the position involves. There will be other camp duties involved and on occasion you may be asked to fill in for other positions when the need arises.

A Week at a Glance (Summer's Season (Memorial Day-Labor Day) Switch to a Single Day Off)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Off	Off	8-4 Staff Devotionals, Coordination Meeting, All-Staff Meetings (Once a Month)	8-4 Program Meetings, Guest Group Prep	ON CALL Open Buildings, Check-In Guests, Meal Service	ON CALL Meal Service, Host,	8-4 Meal Service, Check-Out Guests, Close Buildings