

Nebraska Lutheran Outdoor Ministries Job Description

Position Title: Host

Date: March 2021

Reports To: Manager of Hospitality

Position Type: Hourly

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.

The position schedule is variable and is scheduled across seven days.

Specific Responsibilities

Regularly assigned tasks will include:

1. Greeting, hosting and aiding departure of guest groups
2. Stocking of hospitality areas
3. Movement of laundry between retreat facilities and camp laundry
4. Maintenance of recycle area
5. Dining Hall support as needed
6. Meeting Room setups
7. Housekeeping support as needed
8. Garbage pickup
9. Operate and lead hayrack rides
10. Occasional airport transportation
11. On call overnight service
12. 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