

# HOSPITALITY DIRECTOR

## Job Description



### Goal

- Be the foundation that enables camp to flow through warmth, organization, flexibility, and humility. You will create an atmosphere of community by loving and accommodating staff, families and all camp guests.
- Needed attributes for this position: servant attitude, integrity, organized, takes initiative.
- Must have A+ relationship with Camp Director.

### Chain of Communication

- Report to Camp Director
- Manages Kids Camp Director (can be dual role), and Nurse.

### Pre-Game Responsibilities

- Coordinate with Still Water Administrative Assistant in organizing staff folders.
- Assist Camp Director with last minute details.
- Manage staff check in. Confirm that all mandatory paperwork has been filled out and turned in - update the staff database with this information.
- Assist leadership with where camper hospitality items are located.
- Confirm the Nurse has all necessary items and that all meds are turned into her.
- Familiarize yourself with where all camp items are located.
- Make sure families and Kids Camp Leaders are prepared and fully aware of program available/rules.
- W9 forms filled out by all staff electing to receive a Love Offering
- Contact for checking out electronic equipment (ie GoPro & Camera) to different photographers & videographers
- Kids Camp Registration (manual)

### Camp Responsibilities

- Familiarize yourself with all camp families and guests. Determine special needs and special ways to make staff and families feel appreciated and loved throughout the week.
- Check to see if there are any camper or staff birthdays
- Meet with Camp Director daily
- Work with nurse to make sure meds are delivered on time daily.
- Manage camp caravan to waterfront.

#### Still Water Sports Camp

P.O. Box 1885 Boerne, TX 78006 Tel: (888) 361-2631 Fax: (830) 331-9958

[www.stillwatersportscamp.com](http://www.stillwatersportscamp.com)

“Still Water Christian Ministries shares the life-changing truth of Jesus Christ through evangelistic and discipleship focused initiatives.”

- Work with photographer to make sure e-camp is updated daily and camper emailed are distributed.
- Work with KCC to make sure families and facility are happy and to put out fires if the need arises.
- Daily Devotion and management of KCC, Nurse and Photographer.
- Maintain lost and found.
- Work with DOC and CD to host donor dinner.
  - Order food for dinner/update the count with caterer (refer to rsvps spreadsheet)
- Assist with Awards Dinner.
- Distribute camper testimonies
- Distribute and collect camp evaluations to all summer staff.
- Manage camp check out (parent driven).

### **Post Camp Responsibilities**

- Assist with camp clean up, making sure items return to the appropriate places and can be easily found for the following week.
- Assist with Thank You notes.
- Prep incoming Hospitality Director on any items she/he may need to know.
- Prepare "extra item" coupons for the following camp
- Contact for checking in/out electronic equipment (ie GoPro & Camera) to different photographers & videographers

### 2016 Considerations

#### Camp Store

- sales
  - eye on inventory/ let Registrar know when levels are low
- package camp tshirts by camp (use size submitted at registration)

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