



GENEVA Host Job Description

GENEVA Hosts play a key role in ensuring guests that come to our campus to retreat have a positive, restful, and refreshing experience! As a Host, you'll serve as the primary contact for guests on nights and weekends on a rotating team basis and will help welcome and greet guests, host meals, and assist guests with needs that arise while onsite to name a few.

Our hosting positions are ideal for young-adult candidates (approximately 18 to 26 years old) and are seasonal roles that run for the entirety of our Retreat Ministry season. Free onsite housing (utilities and internet included) and meals (whenever we're serving guests) are provided in exchange for serving in this role! Additionally, you'll have opportunities to live and grow in Christian community, gain hands on customer service and camping ministry experience, and develop both personally and professionally. Occasional part-time, paid employment opportunities may be available in program, maintenance, housekeeping, or office support.

GENEVA is a Christian organization serving area churches, organizations, and community groups who utilize GENEVA's facilities for retreats. Our Retreat Ministry season runs from late August through late May. The mission of GENEVA Camp & Retreat Center is to create an environment where the presence of God is experienced, the love of Christ is demonstrated, and a Spirit-filled life is inspired.

Three positive references and a clear background check must be completed prior to employment. Previous employment at GENEVA is not a requirement to be eligible to apply as a host.

Qualifications:

1. Confidence in engaging with people of all ages
2. Strong communication skills
3. Ability to handle multiple tasks and prioritize accordingly
4. Willingness to serve others
5. Ability to work as a team
6. Ability to be prompt, attentive, and professional

Requirements:

1. Commit to serving for the entirety of the retreat ministry season (late August through late May)
2. Have an appropriate level of availability for weeknight and weekend shifts with a rotating team schedule

Responsibilities:

1. Greet guests, host meals, and meet needs of groups that arise while facilities are in use
2. Be in attendance when and where scheduled to work
3. Fulfill assigned shift responsibilities and be readily available and responsive to groups when called upon
4. Work in cooperation with other GENEVA staff and departments while on and off duty

Provisions:

1. Free onsite housing with utilities and laundry included is provided in exchange for serving in this role
2. Housing includes private and semi-private rooms including private bath and access to a full kitchen
3. Meals are available through our food service department any time GENEVA is serving groups
4. Free wireless Internet access in housing and other GENEVA facilities

