

SUGAR CREEK BIBLE CAMP
13141 SUGAR CREEK BIBLE CAMP ROAD
FERRYVILLE, WI 54628

RETREAT HOST

Position Description

The Retreat Host effectively communicates the gospel in the context of ELCA Lutheran theology, demonstrating a commitment to Sugar Creek Bible Camp's philosophy of outdoor ministry within the Church. This includes working with the camp staff team to implement quality programs and to provide caring hospitality for our member Lutheran congregations, ecumenical partners, and retreat guests. This is a seasonal internship and includes a stipend, lodging and utilities, many meals, and ongoing vocational mentoring and experiential training.

RESPONSIBLE TO

The Retreat Host is supervised by the Program Director of Sugar Creek Bible Camp. The Executive Director has final authority and all staff are finally accountable to the Executive Director for all facets related to our mission and operation. Within this accountability, the Retreat Host shall receive the delegated authority and responsibility to carry out the tasks described below.

QUALIFICATIONS

1. Active faith in and relationship with Jesus Christ, open to the work of the Holy Spirit, sense of calling and commitment to camping ministry as a vocation, and a desire and ability to share the gospel of Jesus Christ with campers and retreat guests, and through the outreach ministries of Sugar Creek Bible Camp.
2. High School graduate or equivalent, 18+ years old (21+ preferred) with valid driver's license.
3. Prior experience on a camp staff: summer or year-round positions.
4. Ability and willingness to lead parts of Christian worship. Music leadership skills preferred.
5. Understanding of unsurpassed hospitality and willingness to advocate for guest needs.
6. High energy and emotional intelligence with the ability to inspire youth and adults.
7. Professional written and verbal communication skills with attention to detail.
8. Ability to independently problem-solve, initiate solutions, and adapt on short notice.
9. Commitment to risk management policies and procedures according to ACA standards.
10. Willingness to serve at whatever needs to be done, sometimes with long or flexible hours.

RESPONSIBILITIES

1. **Retreat Season**
 - a. Assist the Program Director and Executive Director with all retreats and camp events.
 - b. Serve as retreat host, preparing facilities, offering hospitality, and closing facilities for guests.
 - c. Optionally assist in promoting retreats via written materials, digital media, and church visits.

- d. Prepare buildings and meeting rooms, lodging, and other designated areas before retreats; to include cleaning, setting up tables, etc. and then cleaning after the event concludes.
- e. Assist in planning, recruiting, and training staff and volunteers.
- f. Help congregations, youth directors, and pastors with outdoor ministry resources.
- g. Assist in transporting, preparing, and serving meals and other provisions for retreat guests.

2. General

- a. Retreats happen all year at Sugar Creek. Hosting includes welcoming guests, providing hospitality needs, program activities, serving meals, and clean-up.
- b. Administrative duties may include supervising summer camp staff, data entry, taking photos and videos of camp's various ministries, and assisting with ACA accreditation.
- c. Assist with the operation of the Canteen.
- d. Adhere to ACA and CDC guidelines and state laws about COVID-19 safe practices.
- e. Performance is evaluated seasonally. A criminal background check is performed annually.

4. Other Duties as Assigned

While this is a list of responsibilities, all positions at camp require an ability and a heart to do "whatever is needed" to the glory of Jesus Christ, our Savior and Lord, and for the benefit of the ministry of Sugar Creek Bible Camp. This can and will include anything from setting tables, to restocking firewood, to representing the camp at churches, to caring for horses, to assisting with maintenance. Different seasons require a different intensity of effort and type of duties. As with every camp team member, the Retreat Host must remain flexible in their daily duties.

5. Compensation

- a. The Retreat Host shall be given a weekly stipend of \$250 plus the following benefits:
- b. Housing is provided by the camp for the duration of the internship.
- c. Utilities will be paid by the camp including water, electrical, gas, sewer, garbage and recycling.
- c. Meals are offered when served by the camp for staff and guests. Often additional food access and kitchen usage is provided as well.
- d. A professional LOM conference (Regional Gathering and/or Program Director Share-a-thon) or similar professional networking opportunity is offered and paid for by the camp.
- e. Certifications requested by the Executive Director will be offered. This may include Lifeguarding, Serv-Safe, Archery Instructor, and/or continuing education opportunities.
- f. The Retreat Host will be offered housing onsite and is welcome to enjoy 24-7 access to our 660 acres of private trails and beautiful settings of Sugar Creek Bible Camp.



Contact Kjell Bakken, Program Director
608-734-3113 Program@SgrCreek.org