



Sugar Creek Bible Camp

13141 Sugar Creek Bible Camp Rd. Ferryville, WI 608-734-3113 www.SugarCreekBibleCamp.org

POSITION: Retreat Host

RESPONSIBLE TO: Program Director

This paid internship provides opportunities to further develop your professional skills while building a resume for nonprofit work through hands-on experience to prepare a person for a fulfilling and successful career leading retreat ministry programs including summer camp. The Retreat Host shares the gospel in the context of Christian theology, within Sugar Creek Bible Camp's unique, fun, and deeply meaningful programs. Working as part of a staff team, this position offers front-lines hospitality to a wide variety of participants including congregations, ecumenical partners, summer campers, and retreat guests. This internship does provide a stipend as well as private lodging on a beautiful 660-acre site, utilities paid, many meals, time off, and vocational and experiential trainings.

RESPONSIBLE TO

The Retreat Host is supervised by the Program Director. The Executive Director of Sugar Creek Bible Camp has final authority; all staff are finally accountable to the Executive Director for work related to our mission and operation. Within this accountability, the Retreat Host receives delegated authority to carry out the tasks described in this internship description.

QUALIFICATIONS

1. Christian faith and a relationship with Jesus Christ; open to the work of the Holy Spirit, with a 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 education, 18+ years old (21+ preferred) with valid driver's license
3. Prior experience on a camp staff is preferred – summer camp or year-round positions
4. Passion for unsurpassed hospitality, and a willingness to advocate for guest needs
5. Able to lead worship experiences. Music skills are preferred but not required
6. High energy and emotional intelligence; ability to “inspire” youth and adults
7. Professional written and verbal communication skills, with good attention to detail
8. Ability to independently manage one’s time, find solutions, and adapt on short notice
9. Commitment to risk management by ACA standards
10. Willing to “wear any hat” for what needs to be done, with a flexible work schedule

RESPONSIBILITIES

1. **Retreat Season**
 - a. Host custom retreats by preparing the facilities, offering welcome and hospitality, and leading special activities (training provided) for guests
 - b. Prepare buildings and program areas ahead of retreats, including cleaning, arranging rooms etc. and resetting spaces used after events conclude

- c. Assist with planning, recruiting, and training seasonal program staff
- d. Help congregations, youth directors, and pastors to connect with camp's resources
- e. Assist with meals and other provisions for retreat guests
- f. Build experience by inventing and leading a custom retreat program of your choice
- g. Promote outdoor ministry: help create flyers, social media, (optional) church visits, etc.

2. General

- a. Retreats happen all 12 months at Sugar Creek... Hosting retreats includes meeting guests, providing hospitality needs, leading activities, serving meals, and clean-up after the group leaves. Trainings are provided to lead activities, if needed.
- b. Administrative duties may include supervising summer staff, office tasks, taking photos and videos, and overseeing some aspects of ACA accreditation.
- c. Open the camp gift shop briefly for guests who request to visit the store.
- d. Adhere to ACA, CDC, and state guidelines regarding COVID-19 safe practices.
- e. Performance is evaluated seasonally. A criminal background check is performed annually.

4. Other Duties as Assigned

This is a position perfect to grow in expressing your faith, using *who* you are to change real lives, following Christ in helping people grow in faith, hope, and love. The Retreat Host, like all camp positions, requires the heart to accomplish "whatever is needed" to the glory of Jesus Christ, our Savior and Lord. This can and will include a big variety of duties that may include setting up tables, restocking firewood, helping to corral horses, or assisting with light maintenance. Different seasons bring different effort and kinds of duties, for all camp positions. This is designed as an Internship experience to provide you with usable professional growth and real-world knowledge for a camp career.

5. Compensation

- a. The Retreat Host is provided a stipend of \$300-350 per week depending on previous experience. The following benefits are also offered:
- b. Private housing onsite by the camp for the duration of your internship.
- c. Utilities paid for by camp include water, electrical, gas, sewer, garbage & recycling.
- d. Continuing Education funds for materials and/or trainings, prorated at \$250 annually.
- e. Meals are offered when served by the camp for guests. Additional food with kitchen access is often available in "off" times as well.
- f. A professional LOM conference (Regional Gathering and/or Program Director Share-a-thon) or similar professional networking opportunity, paid for by Sugar Creek.
- g. Certifications may be offered and paid for by the camp, including Serv-Safe certification, Lifeguarding, Archery Instructor, and other continuing ed.
- h. The Retreat Host will be offered housing onsite and is welcome to enjoy 24-7 access to our 660 acres of private trails, and the beautiful indoor and outdoor facilities of Sugar Creek Bible Camp.

TO APPLY

To apply, please submit a basic letter of interest and resume to Jesse Klosterboer at director@SugarCreekBibleCamp.org . Call 608-734-3113 for an exploratory conversation.

Thank you for your interest in playing an important role in Christian camping! The world needs these unique, life-changing programs. We hope to help you build experience for a successful career in a ministry leadership role.