



Camp of the Cross Ministries

PO Box 1257
1228A 47th Ave. NW
Garrison, ND 58540
(701) 337-2246

Camping with Christ...

for Lives of Faith... www.campofthecross.com

Volunteer Host Position Description

PURPOSE: To provide host and serve guest groups during their stay along with and assist year-round staff in a variety of programs and supporting activities. The Volunteer Host will participate in selected personal, professional, and spiritual development activities as part of their experience.

Before the Retreat

- Check in with the Marketing and Outreach Director, Hospitality Manager, or Executive Director to gather retreat information.
 - Group name, arrival and departure time, and any other information.
- Please arrive 1 hour prior to the retreat guest's arrival to get settled in to your room and be available for when guests arrive.
- When the group is on site:
 - Greet guests as they arrive.
 - Share your contact information with them. Show them where the rest of the emergency numbers are located.
 - Show them where the internet information is located.
 - During the winter, please remind the participants staying downstairs of the retreat center to not adjust the heat. Please ask them to notify staff and we will adjust it.
 - Remind them of mealtimes and be present at their meals.
 - Check in with them in person in the AM, afternoon, and evening to see if they have any needs.
 - Arrive at least 30 minutes before each mealtime to assist Food Service staff. Please be in communication with them because they may need you earlier.
 - Please also plan to stay and help the Food Service clean up after each meal.
 - Make a record of how many stayed overnight each night and how many for each meal and give that count to the appropriate staff member. (Marketing and Outreach Director, Hospitality Manager, or the Executive Director).
 - Help them unload and load their vehicles if necessary.
 - Walk through buildings that the guests are staying in and using to restock toilet paper, paper towels, hand soap, take out trash and other light housekeeping duties.
 - You may have to remind all groups of our tobacco policy. Only the receptacles outside can be used.
 - Thank them for choosing CCM!
- After the group's departure:
 - Check all cabins and rooms to make sure lights are off; windows closed; trash removed; air or heat adjusted to a non-habited temperature.
 - PLEASE do not turn the heat off. A good temperature during the winter is 58 degrees.

We are so thankful that you are willing to volunteer and help us out at camp! In return for volunteering at camp, your room and board is taken care of and you are welcome to participate in the event that you signed up to volunteer at. Please note that if you are volunteering when minor guests are present, a background check will be completed.

Volunteer Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____