



Our Mission

The mission of Whispering Winds Catholic Conference Center is to provide a Christ-centered environment, apart from the everyday world, where all are welcome to increase their knowledge of and commitment to Christ, and join as fellow pilgrims on their journey of faith with God.

Job Title: Amenities Coordinator

Organizational Relationship: Reports to Camp Director

Department: Camp Experience

Location: Whispering Winds Catholic Conference Center, Julian, CA

Pay Rate: \$17 - \$20 per hour

Position Type: Full Time, Non-exempt plus benefits, potential for optional onsite housing

Overview:

This position is responsible for managing and maintaining the excellent camp experience and behind the scenes ministry at Whispering Winds.

Qualifications:

This position requires someone who:

- Has strong experience in camp/conference center customer service
- Has the ability to work with, lead, and communicate with a team
- Is proficient in computer use, including Microsoft applications, email and internet
- Demonstrates very good written and verbal communication skills
- Experience with ropes course and archery a plus
- Bilingual in English and Spanish is a plus

Hospitality

- Participate in the preparation of camp for guest groups
- Responsible for camp startup and shutdown procedures
- Participate in the facilitation of guest tours
- Assist the Camp Director in the hosting of WW visiting ministry-related guest speakers and other VIPs
- Ensure ancillary VIP spaces in camp are prepared for guest groups, as needed.
- Participate in after-hours on call program to support onsite guests

Ministry

- Maintain all aspects of chapel and worship for guest groups including creating Mass kits, cleaning Mass elements, and ordering supplies, as needed
- Assist the Program Director with all WW Family Camps and other programs including Senior, Youth and Confirmation retreats, as needed

Recreation Amenities

- Collaborate with the Camp Director to develop, update and implement all recreation procedures and policies
- Coordinate with department managers the scheduling of necessary staff to facilitate all amenities
- Inspect all amenities weekly and report any deficiencies to the Camp Director in a timely manner
- Schedule, participate, and oversee all maintenance, and repairs of recreation amenities
- Participate in all necessary certifications, including third-party inspections and outside vendors as needed
- Manage inspection, repair, and reporting of inventory of all small recreation equipment around camp
- Develop and update weekly recreation amenities schedules
- Inspect all amenities weekly and repair and report any deficiencies to the Camp Director in a timely manner

- Assess amenities request forms as they are received in and coordinate with Camp Administrator any necessary changes at the time of receipt
- Update all recreation amenities asset logs on a weekly basis, including but not limited to third party inspections and weekly pool water reports
- Provide the Camp Director with all updated recreation amenities training certificates
- Assist the Camp Director with all staff-related training, including safety and first aid / CPR

Facilities

- Complete the setup process for all in-house AV systems for each guest group
- Repair and order replacement AV equipment as needed
- Develop and maintain procedure for maintaining inventory of AV equipment in an organized manner
- Ensure guest lodging spaces are prepared prior to arrival
- Communicate any necessary or anticipated maintenance to Facilities and Food Service Managers

Compliance and Risk Management

- Perform all duties in accordance with prescribed regulatory compliance guidelines, including OSHA and local, state, and federal laws and regulations
- Coordinate with staff to monitor safety of guest activities, buildings and grounds to minimize exposure for liability
- Ensure all incident reports are properly filed
- Follow all HR related policies and procedures

Other job duties

- Attend staff meetings and special ministry events, some held off site and on weekends
- Attend trainings and seminars

Miscellaneous

- Normal indoor/outdoor environment requiring occasional lifting (up to 50 lbs.), bending, stooping, pushing, pulling, and standing for moderate periods of time
- Minimal travel to San Diego/reliable transportation required

Disclaimer

This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined and other duties, as assigned, might be part of the job.