



LAKE LOGAN

Retreat Center | Camp Henry | Outdoor School

Job Title: Guest Host
Classification: Volunteer
Reports to: Operations
Director

Lake Logan serves Christ by welcoming all generations to experience restoration and reconciliation with God, one another, and all creation.

Owned by the Episcopal Diocese of Western North Carolina and located in Haywood County, Lake Logan is open year-round to host all types of events, groups, and individuals and is home to Camp Henry, a summer camp program for children, youth, and families, and a year-round outdoor education program (currently in development). The 300-acre property is adjacent to the Shining Rock Wilderness Area of Pisgah National Forest and includes a mile-long lake fed by the West Fork of the Pigeon River, forested and open land, a wide array of historic buildings with 86 cabin beds and 80 dorm style beds, and 4-12 rustic campsites.

Position Purpose:

To further the mission and vision of Lake Logan by assisting with preparation for arrival and serving as an on-site point of contact for Lake Logan guests.

Essential Job Functions:

- Answer questions and provide information to guests about the property, amenities, activities, and the surrounding area.
- Assist guests with issues that arise during their stay.
- Monitor property to help ensure safety and security.
- Clean campsites and fire rings after guests have checked out.
- Check cabins and meeting spaces and lock/turn off lights after guests have checked out.
- Assist with guest group set-ups – including furniture and equipment in meeting spaces, firewood, etc.
- Collect fees for add-ons (such as firewood or additional guests) and camp store purchases.
- Conduct small repairs and report larger repairs to appropriate staff.
- Cut grass, weed-eat, blow leaves, pick up trash/recycling, and conduct minor grounds maintenance.

Relationships:

- This position is forward facing with the community.
- This position is a strong link connected to the safety and care of the guests of Lake Logan.
- This position works closely with the guest services manager and the facilities director to ensure guest needs are met.
- This position works with all departments as well as with volunteer work teams.

Qualifications: *(Minimum qualifications and experience)*

- Willingness/ desire to live on-site for duration of assignment in personally owned/rented RV.
- Ages 21+.
- Maintain clear background check.
- Prefer a season of experience in campground hosting or hospitality.

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills.
- Ability to work on a team, relate, and work well with others.
- Ability to work independently with little direction.
- Ability to read and write.
- Excellent communication skills – written and verbal.
- Adaptability.
- Ability to work independently after receiving initial direction.
- Ability to receive guidance, direction, and supervision.
- Desire to work in a faith-based setting.

Physical Aspects of the Position:

- Ability to understand and implement safety regulations and procedures.
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures.
- Ability to move across the property on bumpy terrain.
- Ability to lift up to approximately 25 pounds.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist guests in an emergency (fire, evacuation, illness, or injury).
- Ability to operate with exposure to the sun, heat, cold and other environmental conditions.

Equipment Used

Motor vehicle, weed-eater, leaf blower, riding lawnmower, etc.

Hours:

Approximately 20 hours per week. Weekend work required. Hours may be split between a couple when applicable. Minimum 8-week agreement can be extended. Primary need is April to November.

Benefits:

- A beautiful location to park your RV with electricity, water, dumping station, and internet.
- Access to on-site recreation amenities when it does not interfere with guest needs (swimming, boating, fishing, game room, disc golf, and more).
- Access to laundry facility.
- Some meals.
- Potential for hourly wages in the kitchen or housekeeping if desired.
- Couples may take time off together.

Application:

[An online application is available at lakelogan.org/employment/.](https://lakelogan.org/employment/)