

Retreat Host & Logistics Coordinator

The Retreat Host & Logistic Coordinator is the driving force behind every outside group that rents our camp facilities — from the first booking conversation through the final departure. This role blends detailed logistics management with warm, on-the-ground hospitality during our fall-through-spring retreat season, then shifts each summer to hands-on support of our internally-run summer camp programs as part of the Operations team. You'll prepare our facilities to match each group's needs, coordinate temporary staff, keep our operations and program teams in sync, and personally host groups on site to make sure their retreat runs smoothly.

Every detail you manage — a well-prepped cabin, a smooth check-in — shapes how a group experiences our camp. Your work behind the scenes creates the space for retreat groups, and the teens who volunteer alongside them, to encounter something meaningful. If you love checklists as much as you love people, don't mind rolling up your sleeves for facilities work, and you care deeply about creating a welcoming space for youth and faith formation, this role is built for you.

This role shifts with our camp calendar, and the ideal candidate is energized by that variety rather than thrown off by it. From fall through spring, expect to work many weekends when retreat groups are on site — typically Friday evening through Sunday morning — plus some weekday hours for administrative work and meetings. In the summer, hours shift to align with the needs of our summer camp programs. This is not a typical 9-5 job and looks different pending the season. Schedule flexibility is essential to this year-round role.

The ideal candidate has:

- A genuine love for people and a heart for youth and faith formation.
- Strong administrative and organizational skills — you can juggle multiple groups and moving parts without losing track of details.
- Clear, friendly communication skills, both in person and in writing.
- Comfort supervising and coordinating temporary or seasonal staff.
- Flexibility to work a nontraditional schedule, including weekends and some evenings.
- Problem-solving skills and a calm, adaptable presence when plans shift.
- Willingness to shift into a hands-on Operations role when needed. This position is a blend of administrative and operational tasks.

This position is eligible for benefits including paid time off and health/dental insurance.



POSITION TITLE: Retreat Host & Logistics Coordinator

Full-Time | Exempt | Reports to Manager of Facilities, Camp West

Fall through Spring — Retreat Season

The bulk of the responsibilities described below — group logistics, facility prep, temporary staffing, and on-site hosting — take place during this stretch of the year, as outside groups rent our facilities for retreats.

Summer — Camp Season

During the summer, the role shifts focus, primarily to supporting building and grounds upkeep and maintenance to help execute our internally-run summer camp programs for children and youth. This is a hands-on, physical shift in daily work, and candidates should be genuinely willing to take it on.

KEY RESPONSIBILITIES:

Group Logistics & Facility Prep

- Serve as the primary point of contact for outside groups renting camp facilities, from initial inquiry through post-event follow-up.
- Gather and confirm group details: arrival/departure times, headcount, room/building assignments, meals, dietary needs and allergies, and add-on services.
- Coordinate facility setup so buildings and spaces are ready and configured to each group's specific needs.
- Communicate group requirements clearly to relevant staff, including things such as meal counts, timing, and dietary restrictions.
- Track bookings and logistics details in our camp management system.
- Prepare quotations for group inquiries.

Staffing

- Recruit, hire, and schedule temporary help needed to run each retreat, including cooks, cleaners, and dishroom staff.
- Orient temporary staff to their responsibilities and camp expectations for each event.
- Turn in payroll/hours for each temporary staff.

On-Site Hosting

- Serve as the on-site host for groups during their stay, typically Friday evening through Sunday morning, with occasional weekday retreats.

- Be a visible, welcoming presence for group leaders and participants, and troubleshoot issues as they arise in real time.
- Work evenings and weekends as needed to cover group stays.

Cross-Team Collaboration

- Partner closely with team members on facility readiness, maintenance needs, and scheduling.
- Coordinate with the Program team when teen volunteers are on site alongside retreat groups, ensuring clear roles and safety.
- Execute and oversee selected operational projects that teen volunteers help complete.
- Keep all relevant staff informed and aligned on a rolling basis as group details are confirmed or changed.
- Positively contribute to the Camp Co-Op Team.

Operations & Facilities Support

- In collaboration with our Church Partnership Team, provide tours for pastors and youth group leaders.
- Help prepare and maintain camp facilities in support of internally-run summer camp programs for children and youth, which may include tasks such as cleaning, basic repairs, mowing or painting.
- Utilize maintenance software to track work orders and assignments.
- Other duties as assigned.

GENERAL RESPONSIBILITIES

Represent the organization, its interest, and programs

Maintain a positive working relationship with clients, vendors, and partners

Follow all procedures and policies as outlined in the staff handbook

Participate in all staff events, meetings, and initiatives as assigned

MINIMUM QUALIFICATIONS

High School Diploma or GED;

High level of administrative skills and close attention to detail

Ability to work in Microsoft Office Suite and Google Suites

Ability to lift up to 50lbs

Driver's License Required

2 years related experience

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