



Executive Director  
Facilities Director  
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## **2025 Job Description**

Job Descriptions are an important part of the ministry of Camp Northward. They provide essential communication between Camp Northward and its employees, ensuring a shared understanding of qualifications, expectations, responsibilities, and lines of authority. They protect both the employee and Camp Northward by providing a baseline of information for regular evaluations and reviews. The goal for Camp Northward's job descriptions is to provide the best experience possible for campers, volunteers, families, visitors, and employees. Please feel free to contact the camp office with any questions or concerns you may have.

### **Position Title**

- Hospitality Specialist (Morning Shift)

### **Purpose**

- The purpose of this position is to assist the Executive Director in the general upkeep and daily operations of Camp Northward during the summer.

### **Qualification Requirements**

The ideal candidate for this position is a college-age young adult seeking summer employment to gain experience in a safe and Christian environment.

- A Hospitality Specialist must:
  - o Be an immersed believer in Jesus Christ.
  - o Have a ministry mindset and desire to serve.
  - o Be physically fit and able to do manual labor, which can be strenuous at times.
  - o Provide two references.
  - o Be at least 16 years old (preferably over 18 years of age)
  - o Have a valid driver's license.
  - o Have a current (3 years) background check on file in the camp office (if over 18 yrs. old).
  - o Attend staff training.

### **Employment & Benefits**

- Employment from May 27<sup>th</sup> through August 6<sup>th</sup>, 2025 (potential for an extension through 8/9/2025)
- Expected Hours: Sun. 3-7 p.m., Mon.-Thur. 7:30 a.m. – 1:30 p.m., Fri. 11 a.m. – 6 p.m.
  - o Some weekends, based on the summer schedule, will be required.
- Paid \$9.00 per hour (paid bi-weekly), with a return incentive for returning staff.
  - o Federal, state, and local taxes will be withheld from each paycheck.
- Room and board
  - o Housing accommodation is not currently available.
  - o Meals will be available for employees whenever campers are being served.

## **Accountability**

- The Hospitality Specialist is accountable directly to the Executive Director
- The Hospitality Specialist will also be accountable to the Food Service Coordinator.
- The Hospitality Specialist may be called upon by the Director of Administration or Facilities Director at times.

## **Responsibilities & Expectations**

- Ministry Focus
  - o Camp Northward is Christ-centered and camper-focused. It is our goal to provide excellence in safety, hospitality, facilities, and programming so that nothing distracts from the teaching of God's Word and the spiritual development of those who come on our campuses. Therefore, every employee is expected to perform their duties . . .
    - In love and unity (Ecclesiastes 4:12; Ephesians 4:1-6).
    - In humility (Philippians 2:3).
    - With a servant's heart (Matthew 20:24-28) and respect, showing compassion, kindness, humility, gentleness, and patience (Colossians 3:12-13) to everyone and endeavoring to be helpful and hospitable to those they encounter.
    - With joy, being positive and encouraging in all things (1 Thessalonians 5:11).
    - With excellence (Galatians 3:23-24).
- Assistant to the Executive Director
  - o Serve as assistant to the Executive Director.
  - o Be accessible to the Deans for staff-related requests.
  - o Be a liaison between the Deans & Faculty and the Executive Director.
- Check-in & Check-out
  - o Help with the Check-in/Check-out process.
  - o Help to make campers and visitors feel comfortable and welcome as they arrive.
- Housekeeping
  - o Clean dorm bathrooms daily (in coordination with session schedule).
  - o Clean public areas as needed.
  - o Be available for cleaning emergencies (i.e., sick camper).
  - o Clean camp buildings weekly between sessions, including fogging dorm with cleaning solution.
- Meals
  - o Make drinks daily.
  - o Help to set up and tear-down meals.
  - o Serve campers during meals while on duty.
  - o Take out trash and clean up after meals as needed.
- General Ministry Duties
  - o Summer employees are expected to help in other areas as needed, including (but not limited to) leading devotionals or group time for campers, running errands, and other duties as determined by the Executive Director.