



## Wilderness Wind

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[www.wildernesswind.org](http://www.wildernesswind.org)

*Wilderness Wind's mission  
is to nurture relationships with God and creation through wilderness living which promotes  
spirituality, cooperation and environmental sustainability*

**Title:** Hospitality coordinator

**Reports to:** Executive Director

**Status:** Seasonal, full-time, exempt

### **Qualifications:**

- A strong appreciation for the wilderness and the gifts it offers us in relationship to our Creator God, to ourselves and others as a part of God's creation.
- A strong faith in following the way of Jesus.
- An awareness of how our relationship to Earth affects the decisions we make.
- Excellent office and people coordination with a strong bias toward organization and team communication.
- Experience with a wide range of abilities and age groups
- An openness to doing a wide variety of tasks, flexible in their work hours, and interested in learning new tasks.
- Honest about their limitations and strengths
- Must be able to navigate rough terrain, walk, drive, and lift up to 30 lbs.

### **Overall information:**

Many diverse groups come to Wilderness Wind. As the Hospitality coordinator will be at the center of caring for the needs of these groups, he/she will have the opportunity to work with families with young children, under-resourced youth, church youth groups, seniors, church leaders, etc. Each day will be different according to the groups in camp at that time. The number of groups fluctuates. Accordingly when time allows, the Hospitality coordinator will have the opportunity to join other work areas of interest such as kitchen, maintenance or office support.

### **Responsibilities include:**

Canoe trips:

- 1) Welcome groups. Manage arrival and departure times, lodging, facilities and gear usage
- 2) Work with trip leading staff to care for guests' needs while they are in camp
- 3) Keep related facilities cared for and welcoming for guests
- 4) Coordinate transportation and pick up with all other canoe groups including BCM.

Lakeside guest care and scheduling:

- 1) Welcome each group. Care for all concerns related to groups including scheduling, communication (written and verbal), guest concerns and questions, education of day trip options and local events, and evaluation.

Big City Mountaineers (BCM):

- 1) Welcome groups. Foster ongoing awareness of camp systems both pre-and post trip
- 2) Coordinate their groups within WW's systems regarding meal time and facilities use.
- 3) Work with each team leader regarding contractual tasks (permit, transportation, etc)
- 4) Be the point person for BCM's logistics and organizational needs.

Volunteers:

- 1) Welcome volunteers. Care of concerns related to housing, meals and schedules.
- 2) Coordinate tasks with the assistance of the Executive Director and work area leaders.

Paddle-a-Thon:

- 1) Assist the Executive Director in all aspects of planning and implementing this event
- 2) Bring leadership to the packing preparation and logistics at the event.

Other:

- 1) Assist Executive director in creating systems that keep operations running smoothly
- 2) Work with director and maintenance staff to address facilities issues that impact guests.
- 3) Supervise housekeeping employees if applicable
- 4) Take photos of each canoe group, BCM group, as well as the occasional Lakeside guest and camp activity as appropriate. Keep photo albums updated.

**This position is available May to September. (Dates are flexible).** This is a summer position that can include work prior to and after the busy part of the season. We desire a) a person who is able to work more than June through August b) for this person to commit to a minimum of two consecutive summers. Given that this is a multiple-year commitment, incentives are given each year and the monthly wage is above that of the typical summer staff position.

Though fluency in Spanish is not required for this position, there will be opportunity to use it.

As with all positions at Wilderness Wind, flexibility is important whether that be in the hours worked or needing to be away from camp for personal time or family or friend-related events.