



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Laity Lodge Associate</b>
<b>DEPARTMENT:</b>	Laity Lodge
<b>REPORTS TO:</b>	Hospitality Manager
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>DURATION:</b>	<b>Two Years</b>

**POSITION SUMMARY:** The Laity Lodge Hospitality Associate works closely with the Laity Lodge team to provide administrative and programmatic support. This role will contribute to the work of Laity Lodge by supporting operations, hospitality, and other administrative functions related to Lodge events and programs. This position may work long hours to meet the needs of guests and staff during retreats.

**PROGRAM MISSION:** Laity Lodge is an ecumenical Christian retreat center established as a place to encourage the laity—the people of God. As part of the H. E. Butt Family Foundation, Laity Lodge brings together scholars, theologians, musicians, artists, and guests into a unique environment of beauty, hospitality, and mindfulness, for the purpose of encouragement and renewal. We seek to inspire the imagination of individuals to be agents of shalom in the world.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

#### Administrative Support

- Maintain bookstore inventory, track sales, and produce sales reports
- Process Great Hall session audio
- Oversee procurement of art and recreational supplies
- Support Lodge management team on miscellaneous duties when needed

#### Programmatic Support

- Provide transportation for guest and resource personnel when needed
- Help with guest arrival and departure process
- Assist guests with retreat activities
- Organize and stock merchandise and books
- Process sales and registration payments
- Monitor, maintain, and organize inventory of recreational equipment and program supplies
- Provide on-call assistance when needed
- Provide emergency support if needed.

### **QUALIFICATIONS:**

- Undergraduate degree preferred
- Relevant experience in hospitality or administrative work

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Excellent communication skills, including verbal, written, and editing
  - Ability to convey warmth, generosity, and genuineness in brief interactions
  - Adept at anticipating the needs of others
  - Strong organizational and time-management skills
  - Adaptable and collaborative
  - Ability to remain flexible and composed in unanticipated or stressful circumstances
  - Proficient in Microsoft Office Suite
  - Aptitude for working with and learning new technologies
- Follows instructions and responds appropriately to direction

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position will work for extended working hours during retreats that can be near 10 hours a day with occasional overnight responsibilities. This job requires the ability to operate a motor vehicle safely.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environments. This job operates both in a camp and outdoor environment as well as a professional office. Will experience outdoor responsibilities and must be able to work outside on uneven terrain.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE