

Harbor Villa Retreat Center

Volunteer Caretaker Position Description

Twin Rocks utilizes volunteers to serve as on-site hosts at its beachfront Harbor Villa Retreat Center, a 50-bed facility one mile north of Twin Rocks' main camp. The caretaker works 30-35 hours per week (which can be split between a couple) welcoming and assisting guests, supervising housekeeping, and undertaking laundry, gardening, and maintenance tasks. Twin Rocks provides housing, utilities, and many meals, in turn for a 2-year commitment.

Purpose of the Position

This position is primarily: (1) to act as host to our guests before, during and after their stay at Harbor Villa; (2) to welcome guests and provide a Christ-honoring friendly atmosphere, information, and service; and (3) to keep the Harbor Villa facilities and grounds neat, clean, attractive, in good repair, well maintained and safe.

Essential Responsibilities: Be the primary overseer of Harbor Villa, taking ownership by ensuring the upkeep and wellbeing of all aspects of Harbor Villa—guest services, facilities, grounds, and overall cleanliness and excellence:

- Greet and act as host for guests during their stay: live onsite and be on the premises for all guest arrivals, departures, turnovers, and overnights unless approved by the Harbor Villa Coordinator.
- Respond to guests' needs as they arise during their stays.
- Collect final payment from guests prior to departure.
- Oversee housekeepers, ensuring that all housekeeping is completed according to Twin Rocks standards. Communicate with Housekeeping Coordinator regarding supply needs or staffing concerns.
- Undertake laundry tasks, ensuring that all laundry for the Harbor Villa facilities is completed satisfactorily and in a timely manner.
- Ensure that all Harbor Villa facilities are maintained, by assessing repair needs and communicating these to the Facilities Director, prioritizing those needing immediate attention vs. those that can be completed within a specified time. Oversee monthly visit of maintenance personnel by communicating repairs as identified. Undertake the repair/upgrade of certain Harbor Villa equipment/facilities as able, under the direction of the Facilities Director.
- Ensure that all Harbor Villa outside grounds are effectively maintained: lawns, flower beds, fire pit, walkways, and parking lots. Conduct adequate weeding and mowing

based on the schedule established by the Facilities Director (and overseeing other staff in completing these tasks when the need arises).

- Meet once a week with the Harbor Villa Coordinator and once a month with the Facilities Director to allow communication of needs and expectations.

Minimum Requirements/Qualifications

- An attitude of service and a commitment to Twin Rocks Friends Camp and its ministry
- An evangelical Christian commitment and lifestyle consistent with organizational goals, including a signed agreement with Twin Rocks statement of faith and community responsibilities
- An ability to communicate effectively in person and on the phone
- An ability to undertake “essential responsibilities” above in a friendly, respectful, detail-oriented manner.
- Maintain a viable, growing relationship with Christ and exemplify that relationship in daily life.

Skills and Abilities

- An ability to work with other staff in planning logistics and other decision-making.
- Be self motivated and anticipate the needs of our staff and guests.
- An ability to handle multiple projects and issues at the same time and yet maintain a positive, friendly attitude with staff and guests.
- An ability to use a computer and successfully navigate the camp’s database system.

Physical Demands

- Generally be in good physical condition and have an ability to lift up to 25 pounds.

Associated Duties

- Various duties as assigned.

OPTIONAL PAID POSITION OF HARBOR VILLA SPECIALIST: If they so wish, in addition to the duties outlined above, the Harbor Villa Caretaker may choose to serve in a separate, paid position at Twin Rocks: Harbor Villa Specialist. This part-time position pays an hourly rate and includes the role of housekeeper. [To clarify: The volunteer Harbor Villa Caretaker position includes *overseeing* the work of housekeepers, and the paid Harbor Villa Specialist *conducts* housekeeping duties.]

To apply or seek more information, please contact:

LeAnn Beebe, Volunteer Coordinator (leann@twinrocks.org / 503-355-2284)