



H. E. BUTT FOUNDATION

JOB DESCRIPTION

JOB TITLE:	Canyon Host
DEPARTMENT:	Foundation Camps
REPORTS TO:	Director of Foundation Camps
EFFECTIVE DATE:	
CLASSIFICATION:	Non-Exempt

SUMMARY: The Canyon Host supports the well-being, safety and security of the Canyon and its guests including being a first responder to the needs of other canyon programs to solve problems, manage crises, and protect their guests.

PROGRAM MISSION: Foundation Camp partners with hundreds of qualifying schools and nonprofit groups each year to provide exceptional retreat facilities, free of charge, in the stunning Frio River Canyon.

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

ESSENTIAL FUNCTIONS:

- Responsible for representing the Foundation and Foundation Camps while hosting the guest experience (when on rotational duty) to include:
 - Implement communications processes for Foundation camps with guests and across the Foundation
 - Responsible for camp logistics including wildlife needs, supplies, monitoring weather and other potential hazards, and other safety and transportation related needs
 - Report back any requirements or notices to the Director of Foundation Camps or Operations
 - Respond promptly to radio calls related to crisis response and all guest needs including medical assistance for all canyon programs
 - Respond promptly to radio calls related to operations and report as needed
 - Facilitating an overall camping experience that is consistent with the

- mission of the Foundation
- Performs other related duties as assigned by management

QUALIFICATIONS:

- College degree or equivalent education preferred
- Certifications in Wilderness First Aid (or equivalent) and CPR training preferred
- Basic understanding of maintenance and related systems preferred

COMPETENCIES:

- Ability to work within a team
- Exhibits professionalism
- Strong communication skills
- Public speaking abilities with the presenting skills
- Dependable
- Ability to think in a decisive manner
- Exceptional hospitality

PHYSICAL REQUIREMENTS:

- Required to lift to 50 pounds
- Required to maneuver with various physical requirements involved in first response and crisis management
- Ability to manage various tools and requirements related to wildlife management and first response
- Ability to perform physical work for up to 8 hours at a time
- While performing the duties of this job, the employee is regularly required to talk and hear
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing during the day
- Ability to properly use a ladder
- Must be able to operate a motor vehicle

WORK ENVIRONMENT:

- Ability to work outside on uneven terrain and in varying weather and environmental conditions
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles
- Ability to work varying schedules based on camping program needs, including some weekends
- Wildlife management may require compliance with hunting conditions

- Search and Rescue as well as crisis management may require extreme variations in the work environment and therefore requires flexibility and capacity to deliver or coordinate and support first-responder services.

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.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE