



## Tennessee-Western Kentucky Conference of the United Methodist Church JOB POSTING

**Job Title:** Retreat Host  
**Status:** Part Time  
**Classification:** Non-Exempt  
**Reports to:** Retreat Director

### About Beersheba Springs Assembly

Beersheba Springs Assembly is a pre-civil war hotel transformed by the Methodists into a conference and retreat center. As a part of the Tennessee-Western Kentucky Conference of the United Methodist Church (TWK UMC), we serve as a year-round facility committed to gracious hospitality—welcoming groups and individuals across denominational lines and embracing diversity in race, ethnicity, culture, gender identity, and sexual orientation for retreats and events. Our mission is to offer gracious hospitality while providing opportunities for connecting with God and Community.

### Summary of the Position:

The Retreat Host serves as the primary on-site host and point of contact during retreats and events, ensuring guests experience a welcoming, inclusive, and well-prepared environment. This role supports facility readiness, hospitality services, and light operational needs while embodying Christ-centered care and the mission of the United Methodist Church through attentive, above-and-beyond service.

### Qualifications

- ✓ **Faith:** Ability to thrive in a faith-based organization and a setting that embraces diverse faith beliefs
- ✓ **Team mindset:** Ability to be a team player and work collaboratively;
- ✓ **Interpersonal Skills:** Ability to work well with other staff as a team member, able to problem solve individually, while communicating clearly
- ✓ **Helping/Customer Service Orientation:** Demonstrate concern for, attend to the needs of, and provide resources for the work of staff and guests. Participate in a culture of hospitality and consistency for all processes associated with the operations of Beersheba Assembly.
- ✓ **Problem Solving:** Ability to thoughtfully assess challenges, implement practical and mission-aligned solutions, and manage conflict with professionalism, grace, and a commitment to healthy resolution.
- ✓ **Mission Mindset:** Commitment to the mission, vision, and values of the TWK UMC Conference;
- ✓ **Communication Skills:** Excellent verbal and written communication.
- ✓ **Dependability** Self-motivated, honest, dependable;
- ✓ **Integrity:** Commitment to high integrity and confidential and proprietary information.
- ✓ **Organizational Skills:** High ability to prioritize tasks and processes. Ability to plan, develop, and coordinate multiple tasks and projects. Attention to detail.

### **Essential Job Functions**

1. Help prepare the facility for group arrival, including room setup, meeting space preparation, AV/media setup, and ensuring all areas are clean, organized, and guest-ready.
2. Serve as the primary on-site contact for guests throughout the retreat or event, remaining on call and on site to address needs, questions, and concerns in a timely and professional manner.
3. Welcome guests upon arrival, facilitate check-in and check-out procedures, and provide clear orientation to the facility and amenities.
4. Create and maintain a welcoming, inclusive, and hospitable environment that reflects the mission and values of the Assembly, extending care and service beyond basic expectations.
5. Provide continual group care during events, including replenishing coffee, water, supplies, managing trash, managing campfires, and maintaining common areas.
6. Assist in meal service support, including light food preparation, kitchen assistance, serving support, and post-meal cleanup as needed.
7. Be present and engaged during meal times to greet, assist, and respond to guests' needs.
8. Open, staff, and assist guests in the gift shop as needed.
9. Address light maintenance and housekeeping needs, including minor troubleshooting, basic repairs, trash removal, and coordination of issues requiring additional support.
10. Conduct facility walk-throughs following group departure, reset spaces for the upcoming week, store equipment (including outdoor/sports equipment), and secure the buildings.
11. Provide a written weekend summary report, including guest feedback, incidents, facility concerns, and follow-up items requiring attention.
12. Attend Monthly Staff meetings and trainings as available.
13. Ability to work a flexible schedule
14. Ability to stand for long periods of time and move 50 lbs.

### **Work Schedule, Number of Hours, & Compensation:**

- Part-time - average of 2 weekends a month, some during the week hours
- \$13.00/hr
- Professional, team-working environment.

### **Physical Demands and Working Conditions**

While performing the duties of this job, the employee will be in kitchen/lodge/retreat center environment with exposure to extremes in temperature. Must have the ability to stand, sit or walk for long periods of time and move 50lbs.

### **Stipulations:**

- Passing a background check and successful completion of online training process is required.
- Because of the Conference's non-profit status, its employees are not eligible for unemployment benefits.
- The Assembly functions as a total unit in which all staff share alike in contributing to its smooth operation. Staff members may be assigned responsibilities across job description lines or that are not listed in job descriptions.

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Signature

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Date