

WILLOW PARK CHRISTIAN CAMP

Position Description

Position Title	Host and Ministry Lead
Reports To	Camp Manager
Direct Reporting Roles	Host Team
Employment Type	Full-time

Willow Park Christian Camp is part of **Te Maru** — a growing family of Christian camps, committed to seeing lives changed forever.

We create spaces where people can encounter Jesus, grow in confidence and purpose, and experience genuine connection. It's about people gathering, sharing life, building relationships, and being encouraged to step into all they're created to be — together.

Our work is shaped by Christian values, expressed through care for people, integrity in action, and a commitment to serving others well. Behind this work is a committed leadership team who value people & relationships, integrity, hospitality, and purposeful work. Find out more at www.temaru.org.nz

About the Role

The Host & Ministry Lead manages Willow Park's Hosting Team and oversees the hosting and facility standards. This role provides oversight and support for Willow Park's ministry programmes, and builds strong, lasting relationships with partner churches and group leaders.

Role Requirements

Character & Values

- A mature, active Christian faith with a genuine desire to lead in ministry
- Strong leadership presence with a heart for people, churches and community
- Resilient, flexible, and adaptable to the varied demands of camp life

Skills & Qualifications

- Strong operational, organisational and leadership skills
- Excellent communication and relationship-building skills
- Ability to work flexible hours including evenings and weekends
- Current First Aid certification (or willingness to obtain)
- Full driver's licence

Desirable Experience

- Leadership or team management experience
- Guest relations, ideally within a hospitality setting
- Facilities management
- Experience building relationships with external partners or community groups

Key Responsibilities

To support the **Te Maru** vision of *Lives Changed Forever by providing camps, events and occasions that change lives*

1. Leadership

- Provide leadership to the Host Team
- Conduct regular team meetings, coaching and reviews for the Host Team
- Prepare and oversee the host team roster
- Support the recruitment, induction, and training / development of staff
- Foster a safe, inclusive and Christ-centred work environment

2. Hosting & Facilities Management

- Oversee hosting, facilities, and activities on a day-to-day basis, ensuring guests have a smooth, high-quality experience
- Manage camp facilities, ensuring they are clean, safe, compliant, and guest-ready.
- Identify and initiate ongoing quality and system improvements
- Participate in the hosting roster, supporting group hosting, activity instruction, and kitchen duties
- Coordinate with the Admin & Kitchen Teams on hosting and booking requirements for all groups.
- Ensure clear and timely communication with groups regarding programme, health and safety, accommodation and special requirements
- Uphold Health & Safety regulations and procedures and liaise with management on any incidents and safety matters
- Respond to guest requests and concerns in a professional and timely manner.

3. Ministry Oversight

- Provide oversight of Willow Park's ministry programmes, ensuring they are impactful and align with the Te Maru vision
- Support the planning, delivery & resourcing of ministry events and partnership activities
- Support follow-up processes and help build a strong pipeline of young leaders

4. Church & Group Relationships

- Build and maintain strong, ongoing relationships with partner church groups and school/group leaders
- Act as the primary point of contact for partner churches, ensuring their needs, expectations, and feedback are understood and met
- Support the marketing and promotion of Willow Park's programmes to grow strong, repeat bookings

5. Team Contribution

- Model Christian values in all interactions with campers, staff and visitors.
- Work collaboratively with staff to deliver a cohesive, impactful, and memorable camp experience
- Actively participate in staff meetings, prayer, training sessions, and team development

Compliance & Safety Requirements

- Safety checking in accordance with the Children's Act 2014, including a valid NZ Police Check
 - Commitment to upholding Willow Park's child protection and safeguarding policies
 - Alignment with the Te Maru values and agreement to the staff Code of Conduct
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