



Camp Host & Concierge Position Summary

Willow-Witt Ranch is a 445-acre gem in the Cascade-Siskiyou National Monument near Ashland, Oregon. It is home to a small, diversified organic farm, campground, farm stay accommodations, restored wetlands, working forests, and The Forest Conservation Burial Ground.

The Camp Host is the visible and positive representative of Willow-Witt Ranch, greeting all guests upon arrival and assisting with check-in. They are our concierge and tour guide; coordinating guests activities on-site and providing information on the Monument and other local attractions. The ideal Camp Host & Concierge has a knack for making people feel at home, is comfortable wearing many different hats, and has a high attention to detail.

Our Camp Host lives on-site in a canvas Wall Tent within the campground and is responsible for keeping the campground tidy and running smoothly. As we are a small crew, we often cross-train and back one another up as needed. The duties of the camphost/concierge can at times be supplemented with farm hand work, assisting our operations team with the daily tasks of the farm including animal care and feeding, garden work and light maintenance work.

STATUS: Hourly, Non exempt

COMPENSATION: Starting at \$16/hr inclusive of lodging.

SCHEDULE: SEASONAL Full Time, Wednesday thru Sunday, 40-hrs/week. Mid-May through early November. Evening and weekend hours required.

RESIDENCE: Personal canvas wall tent.

Core accountabilities

- Greet, welcome and orient guests.
- Answer guests' questions about the property, facilities, and nearby attractions.
- Make guests aware of and enforce rules and regulations of the Campground.
- Collaborate with marketing/admin personnel to schedule and lead farm tours and other on-site activities for overnight guests and visitors..
- Collaborate with and support operations regarding tasks for site rentals and special events.
- Maintain emergency contact for guests
- Be aware of dangerous conditions.
- Monitor premises for needed repairs.
- Maintain the Cookhouse and Bathhouse in clean and inviting order. This includes daily cleaning and disinfecting of both facilities. Guests are responsible for washing and putting away dishes their family uses and for picking up after themselves.
- Change all linens and thoroughly clean and disinfect Wall Tents between guests.
- Patrol the Campground and pick up litter and trash.
- Remove all trash, food scraps, and 'left' items from the Campground daily.

Additional Operations responsibilities include:

- Help to care for animals on site, administering medications, keeping animal records, ear-tagging, hoof trimming, breeding, milking and milk sanitation tasks, coordinating with owner and veterinarian as needed.

- Additional animal care includes chicken and duck home cleaning, egg collection, cleaning and boxing and goat foraging walks.
- Greet, welcome, check-in and orient guests, answer guests' questions about the property, facilities, and nearby attractions.
- Garden work includes weeding, seeding, transplanting, harvesting, and processing produce, and keeping organic records. Light forestry and landscape work (ie: trail work, burn pile assemblance and maintenance, fencing repair)
- On your feet thinking and problem solving, self directed work and attention to detail
- Help maintain gates, fences and drainage systems.
- Help maintain and repair animal shelters, pastures, fences, pens and enclosures.
- Help maintain and repair garden beds, hose bibs, irrigation, and plumbing in the garden.
- The Farm Hand will also support the operations of, and be paid by The Crest, an educational non-profit running programs at the ranch. Responsibilities include assisting with setup/breakdown, showing the students parts of the ranch, helping students with specified tasks like weeding or harvesting in the garden.
- Maintains firewood supply at all houses and wood sheds.

Requirements

- Customer Service or related experience
- Tour Guide experience is a plus but not required
- Camp Host experience is a plus but not required

Reports Directly to the Business Manager and the Owner

This is a full-time position starting at \$16/hour.

- This position requires weekend and evening work.
- Begins Mid-April and Ends Mid-November
- Covered by Workers Compensation Insurance
- Non-exempt employee, accrues overtime for any time worked beyond 40 hours in a work week.

Benefits

- Up-To 40 Hours of Paid Sick Time accrued annually
- Up-To 48 Hours of Paid Time Off accrued annually
- 401k available after 6-months of employment. Employee contributions vested after two years' employment.
- Gratis Willow-Witt Ranch/ The Forest Conservation Burial Ground burial plot granted after three years of employment.
- Weekly allotment of fresh eggs, milk and produce when available
- Friends and Family discounts on Willow-Witt Ranch accommodations
- This position does not include health insurance coverage.

To apply: Send short cover letter, resumé, and 3 professional references to manager@willowwittranch.com

EQUAL OPPORTUNITY EMPLOYER:

Willow-Witt Ranch provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, in accordance with applicable federal, state and local laws. Willow-Witt Ranch complies with all applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.