

EAST TEXAS LIGHTHOUSE FOR THE BLIND

Job Scope

Job Title: Greeter
Location: Client Services/Camp Lighthouse
Reports to: Camp Director

The purpose of the East Texas Lighthouse for the Blind shall be the rehabilitation, education, training, and employment of people who are blind, visually impaired and the furtherance of their interests and welfare through programs designed to provide rehabilitation, training, and employment opportunities, being wholly charitable and benevolent.

EXPECTATION FOR ALL EMPLOYEES:

Support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, honesty, respect for others, commitment to our community, and accountability and ownership.

GENERAL SUMMARY OF POSITION: The Camp Greeter assists camp staff with check-in and check-out needs.

NUMBER NEEDED: 4 (two parking lot/loading; two guides)

SCOPE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist camp staff during check-in and/or check-out in the following ways:
 - Greet campers and parents as they arrive.
 - Direct parents to appropriate parking locations
 - Direct campers/parents to appropriate check in/check out stations.
 - Guide campers and parents to camper's designated dorm and make introductions to dorm counselors.
 - Assist campers and parents in loading and unloading camper items from vehicles.
 - Complete all required health and safety trainings.
 - Must be able to attend Volunteer Orientation on Saturday, June 15, 2024.
 - Other duties as related to this position as may be requested.

QUALIFICATIONS:

- At least 20 years old
- Experience with individuals with visual impairments preferred.
- Position requires frequent bending, stooping, twisting, pulling, overhead reaching, sitting.

COMPETENCIES:

- Must be physically and mentally able to work with participants adapting to a variety of conditions such as daily walking, standing, balancing, kneeling, stooping, bending, stretching, and reaching.
- Ability to work with teens with special needs, including those with visual impairment

and deafblind students.

- Ability to independently navigate camp environment.
- Ability to maintain confidentiality.
- Strong written and verbal communication skills.

WORK SCHEDULE:

- **Volunteer/Staff Orientation:** Saturday, June 15, 2024.
- **Schedule:**
 - Sunday, 6/23: 9:00am – 2:00pm
 - Friday, 6/28: 9:00am – 2:00pm

LODGING AND MEALS:

- Meals are provided at no charge while on site.