



Director of Hospitality & Special Events

Leading Exceptional Experiences and Crafting Memorable Moments

Position Overview

The Director of Hospitality and Special Events oversees guest accommodations, seasonal programming, and the full lifecycle of both camp-hosted and guest-hosted events at Camp Cedar Ridge. Responsibilities span housekeeping operations, Camp-hosted event planning, and serving as the primary contact for clients planning weddings, celebrations of life, retreats, and other private gatherings. This is a hands-on leadership role requiring flexibility to work evenings and weekends during the busy season. The director embodies Camp Cedar Ridge's mission of radical inclusivity, warm hospitality, and creating spaces where every person feels celebrated and welcome.

Key Responsibilities

Guest Event Services

- Consult with clients to understand their vision and translate it into detailed, executable event plans for our staff.
- Serve as the on-site point of contact for weddings, celebrations of life, reunions, memorials, retreats, and community events.
- Coordinate with clients' external event coordinators and vendors—both in the planning phase and on event day—ensuring seamless communication and execution.
- Oversee all logistics during guest events: setup/breakdown, vendor arrivals, timeline adherence, and overall guest experience.

Camp Events & Seasonal Programming

- Design and manage a diverse calendar of camp special events—theme nights, holiday events, performances, cultural celebrations, and more.
- Develop and/or coordinate seasonal programs including wellness classes, nature walks, and movement workshops.
- Partner with staff, volunteers, and guest facilitators to continually expand and diversify offerings.

Hospitality & Housekeeping

- Supervise Housekeeping Manager, Housekeeping staff and operations: scheduling, training, supply management, and quality assurance.
- Maintain high standards of cleanliness and comfort across all lodging, restrooms, and communal spaces.
- Manage purchasing and inventory for housekeeping with cost-effective, timely ordering.

Essential Qualifications

- Proven experience planning and executing events in a camp, youth, recreational, or hospitality setting.
- Strong leadership, organizational, and communication skills; comfortable interfacing with clients and external vendors.
- Working knowledge of budgeting, contracts, vendor relations, and logistical coordination.
- Commitment to diversity, equity, and inclusion.
- Oregon Bartender's License (OLCC Service Permit) required, or willingness to obtain.
- Availability to work evenings and weekends.

Desired Attributes

Creativity and Vision — Client-Centeredness — Collaborative Spirit — Resilience Under Pressure — Attention to Detail — Passion for People and Community

Examples of Events

Camp-Hosted

Hats, Hearts & Blooms Mother's Day Tea · Rockin' @ the Ridge Winter Family Festival · Silent Retreats · Yoga and other Movement Retreats · Performances & guest speakers · Campfires & night hikes · Holiday & cultural celebrations · Fundraising events · Family weekends

Guest-Hosted

Weddings & commitment ceremonies · Celebrations of life · Family reunions · Corporate & nonprofit retreats · Community fundraisers

Work Environment, Reporting & Development

This position operates primarily on-site in outdoor and rustic settings and reports to the Executive Director. The director supervises event staff, hospitality and housekeeping staff, and volunteers, and collaborates closely with department directors, administrative teams, and external vendors. Physical stamina and flexibility—including evenings, weekends, and some holidays—are essential. Professional development is actively supported, including relevant certifications and OLCC licensing.

Impact & Legacy

The Director of Hospitality and Special Events is more than an organizer—they are a trusted partner for families marking life's most significant moments and a creator of cherished camp traditions. Whether crafting a themed event that becomes a community tradition or holding space for a family honoring a loved one, this leader leaves a lasting mark on the Camp Cedar Ridge community and all who pass through its doors.