

# Camp Roger Camp Scottie

## Job Description for Hospitality & Sales Manager

### Overview:

At Camp Roger, we believe that Christians share the following core beliefs and convictions:

1. **First**, that there is one true God who is made known to his creation through the persons of the Trinity: The Father who created us, Jesus Christ the Son who died for us, and the Holy Spirit who guides us.
2. **Second**, that the Bible is the true and inspired Word of God, revealing God's character and redemptive story to his creation.
3. **Third**, that God's world-wide church, which includes all Christians, has been called and equipped to co-labor with Christ in building the kingdom on earth.

As a diverse group of Christians, we seek to live in order to find our center in Christ for the purpose of serving God together. We commit to working in the same direction together, orienting ourselves toward Christ in all things.

### Qualifications:

1. Professes Jesus Christ as your personal Savior and lives in accordance with God's Word.
2. Represents Christ in actions and shares the good news of God's love freely.
3. Agrees to the mission and vision of Camp Roger and agrees to sign the Faith & Life Covenant as outlined at [CampRoger.org/apply](http://CampRoger.org/apply).
4. Exhibits a growth mindset by embracing challenges, learns from constructive criticism, and strives for creativity and improvement.
5. Understands deeply that our work at Camp is missional and through it, we glorify God.
6. Exhibits a servant attitude.

### Duties:

1. Achieve yearly site occupancy goals by educating West Michigan communities about Camp Roger's ministries and rental opportunities. Attend Chamber and community meetings, make presentations to new organizations and develop solid relationships with existing rental groups. Goals will be heavily weighted towards achieving occupancy rates at the Camp Scottie campus.
2. Acts as main point of contact for all rental groups at Camp Roger and Camp Scottie from first contact through final invoicing. This includes site tours, welcoming groups on the day of their event, being available by phone throughout their stay, and following up within 24 hours of their visit to express appreciation.
3. Responsible for the quality and delivery of the site rental portion of Camp Roger's ministry at both campuses including managing contracts and payments.
4. Meets weekly with Facility Care Staff, Maintenance Staff, and Director of Operations to review upcoming events and ensure that event details are communicated.
5. Prior to the group's arrival, walks through rented spaces to ensure that customers' expectations will be exceeded.
6. Collaborates with the Outdoor Education Director and Summer Camp Directors to coordinate site usage.

**Responsible to:** Director of Operations

### Requirements:

1. This is an hourly position requiring approximately 30 hours per week.
2. Workdays fluctuate based on booked rental groups and office needs.
3. Ability to lift 20 lbs.

4. Working knowledge of Office 365.
5. Attention to detail and ability to problem solve.
6. Excellent written and communication skills.
7. Willingness to learn Camp Roger's existing database management software program, Camp Brain–Conference Center module.
8. Personal involvement and dedication to the health of the greater Camp Roger community and year-round staff is required. Our staff commits to weekly prayer time together to support and encourage each other to maintain our walk with Christ and in our work as a team.
9. Participate in additional Camp Roger team activities and work as required.
10. Background check required.
11. Bilingual in English/Spanish is a plus.

**Benefits:**

1. Salary \$15 – 17 per hour.
2. 5 Paid Time Off (PTO) days.
3. 7 paid holidays.
4. Flexible work schedule.
5. Employee Assistance Program through Pine Rest.
6. Simple IRA plan with employer matching up to 3%.
7. Summer Camp discount for eligible children in your family.

**To Apply:**

1. Send resume and cover letter to [donna@camproger.org](mailto:donna@camproger.org).
2. In your cover letter, please answer the following questions:
  - a) Why are you interested in this position?
  - b) How are you uniquely qualified to fill this position?
2. Resumes accepted through January 28, 2022.

1/5/22