



ADVENTUROUS
Christians

Job Description

Guest Services Director

COVENANT PINES MINISTRIES

Job Description

Job Title: Adventurous Christians, Guest Services Director

Reports to: AC Camp Director

PURPOSE:

The Guest Services Director is responsible to provide leadership, coordination, and oversight for all phases of the guest experience before, during and after their onsite experience. AC strives to help each guest take a Next Step in Christian faith. Our goal is to remain faithful to AC's long history of rustic minimalism, intentional programming, and small community. We hope for someone who will embrace the unusual immersive nature of our wilderness tripping and retreat tradition.

This position will be the main communication point for the organization. This includes answering queries from potential participants, registration, keeping track of hospitality mindset, informing the staff of the needs and requests of the guests, day to day finance recording, scheduling housekeeping tasks, and overseeing the kitchen. All staff members participate in maintenance and hospitality services as needed. AC serves a variety of ages and Christian denominations.

QUALIFICATIONS:

- Committed follower of Christ with a life that examples growth and desire to be more like Jesus.
- A desire to know, be known by others, and invest in people as part of a small, tight knit community.
- A passion for working with our wide variety of guests including youth, families, adults, denominations, etc.
- Enjoys serving in a rustic wilderness setting.
- Be passionate about participating in and guiding a small work community.
- Be motivated, patient, hard-working, servant-hearted, and grace filled with staff and guests.
- Work well with others to function as a member of a team and be able to work independently.
- Be welcoming, inviting, and hospitable. AC practices what we call immersive hosting.
- Good communicator to Seasonal Staff and Full Time Staff.
- Willing to teach and learn together as AC believes learning new things is important for guests and staff.
- Have experience or willing to learn the Campbrain registration program and other needed filing/recording skills needed to operate the registration functions of the office.
- Familiar with basic computer programs like word, excel, etc.
- Ability to record and enter the basic monthly accounting, bills, and deposits into our accounting system.
- Ability to supervise AC's from-scratch kitchen. This includes menu planning, ordering, training kitchen staff, maintaining state standards, dietary alternatives, and substitute cooking.
- Previous knowledge or willingness to learn Kitchen management. We will provide skills and classes if you do not previously possess.
- Ability guide and train AC's housekeeping tasks.
- Able and/or willing to learn how to participate in occasional maintenance tasks including operating hand and power tools safely. Able to lift moderately heavy objects/loads.
- Willing to get certified in CPR, Wilderness First aid, and Wilderness Water Safety.
- Experience in wilderness, canoeing, winter camping, and adventure challenge programs.
- Knowledge of BWCA area history and culture or interest in learning.
- Demonstrate leadership capacity, particularly as you help direct people's tasks.
- Desired knowledge or experience of canoeing, wilderness programming & camping, Retreat programing, and adventure challenge programs.



ADVENTUROUS Christians

This position requires an active and growing faith in Jesus Christ, demonstrated personal integrity, consistent work ethic, healthy inter-personal communication skills and a service-oriented attitude. Preferred qualifications also include a college degree and a few years' experience in a ministry, hospitality, and/or camp environment.

Individuals must possess demonstrated aptitude of hospitality, attention to detail, experience in team leadership and team building, the ability to follow through on tasks without losing sight of long-term values, and a general understanding of accounting, food service, programming, and housekeeping. Individuals must possess a desire to live and work in a remote wilderness setting with rustic housing (i.e. outhouses, communal kitchen, wood heated cabin). There are provisions for off-site housing if needed. Contact us with questions.

Applicants agree to support the values and principles of The Evangelical Covenant Church, as published in "Covenant Affirmations" (see <http://www.covchurch.org/affirmations>).

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