

Guest Services Staff

InterVarsity Retreat and Training Centers
Position Description

Supervised by: Guest Services Manager
Status: Full-time / Non-Exempt / Pay Level 3
Location: InterVarsity Retreat and Training Center

To advance the purpose of InterVarsity, this position is responsible for accomplishing tasks and assignments in all aspects of Guest Services at one of InterVarsity's Retreat and Training Centers.

MAJOR RESPONSIBILITIES

Assist in coordinating camp sponsored programs:

- Work with the Guest Services Manager to implement programs for guests in general and to meet the specific needs of a group
- Coordinate details with program directors regarding their program and operational needs
- Provide for the set up, clean up, equipment needs, sound system, and all other needs directly related to these programs

Assist in overseeing all aspects of serving guests and InterVarsity groups:

- Assist marketing efforts to bring in new groups to fill available dates and space
- Book guest groups
- Communicate with guests before they arrive, while they are here, and after they leave
- Help all guests to feel welcome
- Assist with the hosting of groups, as well as orienting and training hosts
- Communicate information to InterVarsity staff and other contacts

Provide administrative support for guests and programs:

- Ensure that data is entered in the computer and contracts prepared
- Collect fees, release forms, and insurance forms for guest groups
- Retrieve attendance and camper day summaries for necessary reports
- Assist with pre-program mailings to participants
- Help coordinate details with program directors before and during programs

Develop a personal fundraising base:

- Raise personal financial support, as agreed upon
- Develop a list of potential donors
- Communicate with donors at least four times per year

Contribute to the effectiveness of the team:

- Perform office functions to support own work and the work of others as assigned
- Work in partnership with the team as needed on specific projects
- Maintain the Camp's Facebook page, as required

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Agreement
- Commitment to camp mission and purpose
- InterVarsity background preferred
- Prior camp experience desired
- Ability to work well with others
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop procedures for doing work
- Ability to organize events and necessary details
- Good interpersonal and communication skills
- Flexibility to work irregular and extended hours as required
- Working knowledge of Microsoft computer applications and Facebook

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)