



Job Description: Retreat Specialist

Department:
Programming

Directly Reports to:
Director of Program and Communication

Purpose of Position:
This role handles all non-summer rental requests and events acting as liaison to the groups and overseer of guest needs.

Duties and Responsibilities:

- Answer and respond to all calls and emails with accurate information concerning retreats
- Coordinate individual reservations
- Conduct campus tours
- Create contracts for potential groups
- Manage retreat calendar
- Manage weekly Spreadsheets
- Coordinate details of retreat with scheduled rental groups
- Communicate with HLC staff the retreat group needs
- Process payments for retreat groups
- Other duties as assigned

Job Requirements

Excel, Word, Google Sheets, Google Docs, Quickbooks

Intangibles

- Excellent computer and technical skills
- Time management and organizational skills
- Active listening and communication skills
- Ability to think creatively
- Problem-solving skills
- Coordination and teamwork skills

Physical Demands:

- Must be in good physical condition. Regular duties performed will require walking, lifting, climbing, stooping, kneeling and crouching.
- Must regularly work with some equipment with a weight of not more than 20 pounds.
- Must be able to be outdoors
- Occasional lifting and/or moving objects ranging in weight from 30-50 Pounds.

Details of Assignments:

Normal work day: September 15 through May 15 8:00 a.m. - 5:00 p.m.

Schedule is changed by groups coming to the camp

May 16 through September 14 The summer schedule will be set by the supervisor in accordance with guest needs for summer camps and retreats.

Check in and Out: The Retreat Specialist will check in and out through the camp office. Two weeks advance notice is required for approval for taking time off from work. All requests for time off from work are required to be submitted to the Director of Program and Communication no later than the 25th of the preceding month.

Compensation: The Executive Director will determine salary by experience and salary increase (s) will be given, based on recommendation of the supervisor.

Benefits:

- Board (when dining hall is serving meals)
- Housing at Highland Lakes Camp
- Annuity (beginning after 90 days probationary period)
- Insurance (Health and Dental)
- Utilities
- Starting 10 days paid vacation per year after a 90 day probation period.
- 3 Personal Days
- 5 Sick Days

Scheduled seasonal holiday breaks as determined by the Executive Director.