

GUEST SERVICES ASSISTANT



JOB DESCRIPTION

February 1, 2024

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Provide Christ-honoring, results-oriented leadership to school groups and guest group retreats. This position will oversee the School Groups at Living Waters and assist with all other Guest Groups of camp. Through communication, planning, and hosting, this position will build and maintain relationships with campers and guest group leaders and ensure that visitors who experience camp look to Living Waters as a quality camp experience, to glorify God and make His name known.

REPORTS

This position reports directly to the Guest Group Manager.

MISSIONARY MINDSET

We consider Full-time staff as missionary families serving in the ministry, not a 9 to 5 job for an employee. Therefore, family involvement, daily schedule, yearly schedule, days off, benefits, and perks are seen through the lens of missionary mindset.

FINANCIAL SUPPORT

To keep camper fees low (2 Cor 11:9), all Full-time staff are expected to raise support for their ministries. Salary level will not depend on the amount of support coming in. However, a 75% support level must be reached before starting to serve at camp. Staff is expected to continue the fundraising effort and reach 100% support within the 1st year at Living Waters.

RESPONSIBILITIES

- School Groups
 - Oversee hosting of School Groups at Camp
 - Recruit new school groups (K-12)
 - Maintain accurate records of school groups' camper days, contracts, and forms
 - Maintain correspondence with School Groups and vendors
 - Maintain/ Update the school groups brochure
 - Present program instruction and facilitation to all groups visiting the camp
 - Assist in Adventure Programs, Nature Programs, and Team Adventure Challenge
 - Coordinate the AV equipment as needed for the School Groups
 - Prepare contracts, invoices, and schedules for School Groups
 - Maintain compliance with applicable regulations regarding to School Groups
 - Operate Camp Store for School Groups
 - Coordinate Volunteers for School Groups by finding kitchen and program volunteers
- Guest Groups
 - Assist with preparing for Guest Groups
 - Assist with hosting Guest Groups
 - Assist with Camp Store
 - Assist with Adventure Programs, Nature Programs, Team Adventure Challenge



- Assist with record keeping as needed
- Summer Duties
 - Assist the Guest Groups manager as needed
 - Assist with Camp Store
 - Prepare for fall School Groups
- Spiritual
 - Share the Gospel through the camp programs (Nature Programs, Team Adventure Challenge debriefing, Adventure programs application time)
 - Disciple guests, volunteers, and staff to grow in their Christian Character
 - Committed to studying God's word to better equip guests with God's truth in love

QUALIFICATIONS

- Spiritual:
 - Have a solid spiritual walk with Jesus Christ.
 - Have a servant leadership mentality.
 - Exhibit a Christ-like attitude.
 - Called by the Lord to serve at Living Waters Bible Camp.
 - View this position as a servant ministry.
 - Actively involved in a local assembly or church.
 - Agreement with the Doctrinal Belief Statement and Code of Conduct of Camp.
- Technical Skills:
 - Strong computer skills to perform responsibilities (email, documents, worksheet, etc.).
- Team skills:
 - Team player.
 - Must be able to submit to authority.
 - Must be willing to accept work direction.
 - Strong conflict resolution skills.
 - Ability to work with a variety of personalities of campers, staff, and supporters.
 - Ability to work with volunteers and other staff members as needed.
 - Able to work long hours and have the flexibility to fill voids when needed.
 - Available to work weekends.
- Personal skills:
 - High organizational skills.
 - Willingness and desire to be accountable.
 - Able to complete projects and tasks in a timely and efficient manner.
 - Able to work independently and follow through with tasks, commitments, and responsibilities.
 - Self-motivated.
- Leadership skills:
 - Able to manage, train, and supervise volunteers of all ages.
 - Willingness to recruit volunteers.

SERVING DISTINCTIVES



- Promote and uphold the vision and mission of Living Waters to guests.
- Acts in the best interest of the overall ministry of Living Waters Bible Camp.
- Maintains a positive attitude toward the position, other staff, and guests to God's glory.
- Full-time staff must have their priorities set on the ministry of Living Waters Bible Camp, the ministry of their family, and the ministry of the local church.

To apply for this position please send your resume to ivan@lwbc.org . If you have any questions contact Ivan Munguia, the Executive Director, at 608.632.0018. Learn about Living Waters Bible Camp visiting www.lwbc.org