



SKY RANCH GUEST SERVICES COORDINATOR



WHAT YOU'LL GET TO DO

The Guest Services Coordinator reports to the Guest Services Manager and helps lead the summer staff Guest Services Team, providing encouragement and creating community for them. As one of the ministry's front-line positions, this team helps process and organize information that allows Sky Ranch to deliver excellent service to campers, guests, and staff. This role is critical to the ministry of Sky Ranch and contributes directly to our mission of leading youth and families to know and follow Christ.

A DAY IN THE LIFE

(The legal term is "essential functions." That just doesn't sound as fun!)

No two days will ever be the same at camp, and there's no way we could possibly list everything you'll experience! Here's just a glimpse of the most important responsibilities you'll have:

Management of the Guest Services Team (summer staff) – You'll directly impact the culture and maintain the well-being of the team. Here's what that looks like:

- Scheduling summer staff family night activities and working with other COR to create community for the team.
- Managing schedules for the team
- Conducting weekly one-on-ones with the Guest Services Team
- Giving feedback to the team as part of their professional development and experience

Daily Operations – You'll provide critical leadership and support to the Guest Services team. Here's what that looks like:

- Pulling reports and creating weekend camper rosters. (Examples: Early Arrivals, Late Departures, Stayover Campers)
- Leading the Saturday morning early departure process.
- Assisting in the transition each week from Closing Day to Weekend Camp.
- Managing the collateral for arrivals and closing day; tracking and reordering pre-reg t-shirts; keeping the supply current and full; ordering more newsletters as needed; tracking coffee/popcorn tickets; refilling weekend supply tubs; reordering supplies as needed.
- Managing all collateral and preparing it for pickup by various teams.
- Overseeing camper wristband process, including the resources required: wristbands, iPads, chargers, etc.
- Supporting Communications Coordinator in organizing/distributing session folders to cabins.
- Overseeing pre-reg form prep on Friday afternoons.
- Sending Family Camp Travel Boxes.
- Managing the waiting list, daily.

Spiritual Encouragement – You'll be responsible for assisting counselors in providing a program and environment that nurtures spiritual growth for campers and staff. Good examples of this are:

- Pursuing your own relationship with God.
- Demonstrating selflessness, being willing to serve where needed, wholeheartedly, without hesitation.
- Faithfully attending Community Group each week.

Customer Service -You'll ensure that our campers and camper parents experience the "WOW" factor and are served in a way that reflects our desire to serve them as well as our appreciation for them and meets or even exceeds their needs and expectations.

- Treating ALL our guests, both campers and their family members, with gentleness, kindness, fairness, respect, and eagerly seeking to meet their needs.
- Bringing to the attention of the Camp Director ANY situation where we fail to serve or please a guest.

Other important responsibilities are to maintain compliance with all employee policies and procedures established for Sky Ranch, maintain compliance with all state and federal laws and regulatory requirements, and perform other tasks requested of you with a fantastic, spirit-to-serve attitude.

WHAT YOU'LL NEED

EVERYONE who works at Sky Ranch needs to have a current MinistrySafe / Child Advocacy Certification. Don't worry, we'll provide that for you if you don't have it already!

You'll also need to exhibit the following character traits, knowledge, and skills. You'll have to show up with these - we can't get them for you! If you can check these boxes, you're good to go:

- Committed follower of Jesus Christ, and willing to sign the Sky Ranch Doctrinal Statement
- Committed to providing excellent customer care and willing to contribute to the mission of leading youth and families to know and follow Christ
- Ability and desire to keep kids safe, as well as care for them physically, emotionally, and spiritually
- Ability to abide by rules and regulations
- Willingness to abide by the Sky Ranch cell phone policy.
- Excellent communication skills (verbally interacts with campers, parents and staff, and writes evaluations and letters to campers)
- Respect for authority
- Ability to solve problems
- Strong moral compass, rooted in Biblical principles
- Ability to multi-task
- Energizing, positive personality
- Flexibility and adaptability when things change or go in a way that is not expected
- Excellent hygiene and willingness to comply with the dress code
- Experience utilizing computers and office applications
- Self-motivated
- Well-organized
- Desires to grow and be challenged
- Knowledge of and ability to abide by workplace safety procedures
- Responsible and FUN!

MORE LEGAL STUFF

FLSA Status: Exempt

Department: Guest Services

Reports to: Guest Services Manager

Physical Demands:

- 100% - Stands and walks long distances across camp during entire shift
- 90% - Verbally communicates with campers, staff and parents
- 75% - Reaches, bends and stoops to retrieve items or participate in camp activities
- 75% - Participates in all camp activities.
- 20% - Carries 50 lbs.
- 20% - Climbs ladders during activities and to reach top floor lodging
- Hazards may include, but are not limited to, slipping, tripping, environmental, and risks associated with working around and with equine activities.
- Frequent washing of hands.

EVEN MORE LEGAL STUFF!

(Limitations and Disclaimer)

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Continued employment remains on an "at-will" basis.