

JOB DESCRIPTION

RENTAL MANAGER



RESPONSIBLE TO: Director of Development & Marketing (through training cycle)
Executive Director (after training cycle)

CLASSIFICATION: Core Staff / Full-Time Exempt

General Qualifications:

1. Personal commitment to Christ with a passion to grow.
2. In agreement with the philosophy and objectives of Camp Lebanon.
3. Understanding of the nature of camp ministry, its joys and strains.
4. Team attitude, flexible spirit, people-orientation, emotional maturity.
5. Able to clearly communicate the love and life of Jesus Christ.

Job Qualifications:

1. Bachelor's degree or equivalent preferred.
2. Strong organizational & clerical skills, including spreadsheets.
3. Motivated self-starter that can see projects through to completion.
4. Friendly, outgoing personality with upfront communication abilities and a servant's heart.
5. Experience in retreat ministry and /or guest relations preferred.
6. Physical stamina to navigate Camp's spacious and hilly site and to help with facility transitions.

POSITION RESPONSIBILITIES

Position Mission Statement: *The Rental Manager shall oversee Camp's rental calendar and promote, develop and coordinate all aspects of the ministry to current and prospective rental groups with the goal of attaining turn away capacity. In so doing, the Rental Manager shall work actively to partner with the Program Team to collaboratively work to fulfill Camp's mission in providing a 'Meeting Place with God to help the Church do the work of Christ.' As a member of the Core Staff, the Rental Manager shall also seek to foster team unity, promote responsible stewardship, catalyze organizational excellence, and maximize ministry opportunities.*

I. GUEST MINISTRIES (90%)

A. Schedule and supervise Host Ministries Staff in support of ministries to guest groups.

1. Host Ministries Associate (when hired)
2. Rental Guest Hosts (Camp staff, Weekend Hosts, and volunteers)

B. Guest Group Recruitment

1. Initiate outreach to current and prospective group leaders to establish a ministry relationship with CL.
2. Partner with the Marketing Department to improve and maintain guest ministries-related web pages.
3. Follow-up with rental contacts in a timely manner and maintain a contact database.
4. Conduct or arrange for on-site tours of prospective groups.
5. Make booking decisions to maximize Camp's ministry opportunities.

C. Guest Group Services

1. Maintain Camp's guest group calendars on Outlook to be shared with the Core Staff.
2. Prepare and execute guest group contracts.
3. Oversee the hiring, training, and scheduling of seasonal staff: weekend lifeguards, zip line, and laser tag.
4. Provide planning assistance for guest group leaders (e.g. check-lists, printed materials, calls).
5. Host rental groups. [Minimum Goal: one full summer weekend and two Sundays off per month]
6. Prepare retreat packets and updates in order to prepare the Ops Team and orient retreat hosts.
7. Provide host and staff training to improve hospitality services.
8. Prepare timely rental group bank deposits.

9. Follow up with guest groups within one week of a guest group event and actively solicit guest feedback in order to develop strategies to improve the Camp Lebanon experience.
10. Update camper day reports in a timely manner.
11. Initiate facilities and activities enhancements to enrich the guest experience.
12. Assist facilities and housekeeping staffs with event transitions.

D. Record Keeping

1. Prepare deposits according to Camp's established standards and protocols.
2. Maintain organized files of all past, current, and prospective guest groups.
3. Maintain a neat and orderly work station.
4. Update and improve a Guest Ministries Manual.

II. PROGRAM MINISTRIES (10%)

Support other program events as assigned (e.g. Senior Days, Adult Retreats).

MINISTRY TEAM RESPONSIBILITIES

- Meet regularly with the Executive Director to discuss responsibilities.
- Attend Management, Program Strategy, and Core Staff Meetings as required.
- Enhance and support the ministry of Camp Lebanon according to spiritual gifts and personal interests.
- Contribute spiritual ministry by actively supporting Camp Lebanon's mission in providing a "Meeting Place with God" to help the Church do the work of Christ.
- Contribute to Camp's safety and first aid strategies and protocols.
- Assist in the on-going health and safety consciousness of the Camp.
- Apply biblical Body Life principles to preserve and enhance staff unity.

OPPORTUNITY DETAILS

START DATE: April 1, 2021

SALARY & PTO:

- Salary \$45,000 - \$55,000
- Meals Available for the entire family when in service.
- Work Week Generally 40 - 50 hours per week (seasonal fluctuations), many weekends.
- Paid Time Off 120 hours (3 weeks) pro-rated for 2021.
- Paid Holidays New Years, Easter 2, Thanksgiving 2, Christmas 2.
- Moving Allowance Up to \$2500 (reimbursement of invoices).

HEALTHCARE: Christian Healthcare Ministries (CHM) Visit www.chministries.org for details.

CHM – 100% Employee funded

- Monthly amount*: \$192 (single), \$381 (couple), \$569 (family 3+) [* Includes Brother's Keeper that eliminates coverage top limits.]
- Paid as payroll deduction pre-tax.
- Personal Responsibility (annual) \$500*/person, \$1500 family limit. [* Reducible for negotiated reductions of medical fees.]

Health Reimbursement Account (HRA) – 100% Employer funded (single / couple / family 3+)

- Coverage Limits (annual): \$2400 / \$3600 / \$4800
- Preventative care only (annual limit): \$400 / \$800 / \$1200
- Dental/Eye/Chiropractic (annual limit): \$1200 / \$1800 / \$2400 (up to 50% of coverage limit)
- Co-pay on prescriptions: \$25. Over-the-counter medications are not covered.
- Unused HRA funds belong to the Camp.

RETIREMENT: 403(b) Match Opportunity

- Employer matches up to 4% of employee contribution.
- Guidelines and vesting policies defining in Employee Handbook.