



JOB DESCRIPTION

SALES SERVICE MANAGER / OFFICE ASSOCIATE

RESPONSIBLE TO: Director of Operations
CLASSIFICATION: Core Staff
STATUS: Full Time Exempt (Salaried)

General Qualifications:

1. Personal commitment to Christ with a passion to grow.
2. In agreement with the Camp Lebanon's objectives and Statement of Faith.
<http://camplebanon.org/about/statement-of-faith>
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. Relational orientation with good people skills both in person and on the phone.
2. Self-starter, able to work independently, and diligent with high standards of accuracy.
3. Organizational skills and abilities, with a creative eye for detail.
4. Retail experience. Management experience is a plus.
5. Physical capabilities to perform all retail sales and inventory functions and lift 50 pounds.
6. Schedule flexibility to work weekends as required (SSM sets the schedule).
7. Computer skills and familiarity with Microsoft office software.
8. Ministry heart with an eagerness to serve both the Camp team and Camp's guests.
9. Ability to serve positively within the Camp philosophy and leadership structure.

Position Mission Statement: *The Sales Service Manager (SSM) will be responsible for serving guests and advancing the ministry by coordinating all sales service ventures. The initial focus will be on re-establishing leadership for the Gift Shop and Canteen. In the future, the role may expand to include coffee and online sales. In fulfillment of Camp Lebanon's mission to "Provide a 'Meeting Place with God' to help the Church do the work of Christ," the SSM will work to enhance the effectiveness of Camp ministries by (1) helping to create a positive guest experience; (2) adding positive cash flow through successful profit centers; and (3) fostering a healthy work environment for department staff.*

POSITION RESPONSIBILITIES

I. SALES SERVICE MANAGEMENT (30%)

- A. Oversee all store and canteen functions to turn a profit and enhance guest experience.
- B. Manage the Sales Service Department budget.
- C. Hire, train, and schedule sales service staff and volunteers according to Camp guidelines and needs.
- D. Partner with Ministry & Ops staff to determine product strategy (e.g. styles, timing, price points.), ensuring that product inventory reflects the mission of Camp Lebanon
- E. Purchase and price merchandise (e.g. product shows, vendors, online sources) with an eye for competitive pricing, quality, and discount opportunities.
- F. Maintain inventory.
 1. Ensure product inventory is adequate for all Camp events.
 2. Inspect product shipments for quality and quantity and arrange for returns as necessary
 3. Work to turn over product, selling at reduced profit when necessary to move inventory
 4. Complete year-end inventory and as required for Camp's financials
- G. Refresh product display to encourage sales, keeping the stores clean, attractive, stocked, and organized.
- H. Work with the Summer Canteen and Craft Staff in partnership with the Ministry Team to promote profitability.
 - I. Coordinate the sale of ministry activities and crafts through the POS system.
 - J. Partner with the Director of Operations and the Finance Manager to maintain financial controls for all registers, cash boxes, and cash bags.
 - K. Support the Finance Manager with weekly sales service deposits and monthly reconciliation.

II. OFFICE ASSOCIATE (60%)

- A. Represent Camp to on-site, telephone, and e-mail guests as the secondary office receptionist.
- B. Support the ordering, stocking, and organization of office supplies
- C. Support the Registrar with registration functions as assigned.
- D. Process Lost and Found requests.
- E. Participate in the guest check-In process for Camp Lebanon programmed events year-round.
- F. Maintain an organized workspace and support a tidy and organized upper office.
- G. Provide administrative support to Executive Director as assigned.

III. MINISTRY SUPPORT (10%)

- A. Complete special projects as assigned.
- B. Contribute to Ministry Events as assigned.

IV. CORE STAFF TEAM RESPONSIBILITIES:

- A. Meet regularly with the Supervisor to discuss responsibilities.
- B. Attend Core Staff and Department Meetings as required.
- C. Enhance and support the ministry of Camp Lebanon according to spiritual gifts and personal interests.
- D. 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.
- E. Assist in the on-going health and safety consciousness of the Camp.
- F. Apply biblical Body Life principles to preserve and enhance staff unity.

THE OPPORTUNITY

Salary Range: \$40,000 - \$48,000

Start Date: Immediate Opening

Benefits: **Paid Time Off** 3 weeks (prorated for 2023) with partial rollover

Paid Holidays: New Year's (1), Easter (2), Thanksgiving (2), Christmas (2)

Retirement Match: Up to 4 percent (eligible day one)

Food Service: Available to family when food service is open

Special considerations: See employee handbook for a complete list (e.g. discounts, free camps)

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

CHM – 100% Employee funded (single/couple/family 3+)

- Monthly amount: \$257/ \$514/\$771
- Includes Brother's Keeper option extends coverage to \$1,000,000 per illness
- Paid as payroll deduction pre-tax to reduce taxes
- Personal Responsibility (annual) \$1000/person, \$3000 family limit

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

- Total Coverage Limits (annual): \$2750 / \$4000 / \$5400
- Personal Responsibility supplement: \$500 per person
- Preventative care only (annual limit): \$400 / \$800 / \$1600
- Dental/Eye/Chiropractic (annual limit): \$1200 / \$1800 / \$2400
- 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.

THE MINISTRY: Located five miles west of Upsala MN on spring-fed, fish-filled Cedar Lake, Camp Lebanon offers year-round programs for youth, families, and adults as well as rental opportunities for churches, families, and organizations. Camp Lebanon has a rich legacy of providing a "Meeting Place with God" to help the Church do the work of Christ. For more information visit www.camplebanon.org.

CONTACT: Send resume and cover letter to Greg Standafer gstandafer@camplebanon.org 320.403-9514

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