

JOB DESCRIPTION

Guest Ministries Coordinator (GMC)

RESPONSIBLE TO:

Guest Ministries Director (GMD)

CLASSIFICATION:

Core Staff / Full-Time Exempt



General Qualifications

1. Personal commitment to Christ with a passion to grow.
2. 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 communicate clearly the love and life of Jesus Christ.

Job Qualifications

1. A personal relationship with Jesus Christ and a heart for serving the local church.
2. Bachelor's degree or equivalent preferred with experience in a ministry setting.
3. Experience in customer service, hospitality, or camp ministry.
4. Organizational and computer skills with attention to detail.
5. Ability to supervise teams, including hiring and training staff.
6. Friendly, outgoing personality and a servant's heart.
7. Physical stamina and the ability to lift fifty pounds.
8. Strong communication skills, both written and verbal.
9. Proactive, self-starter attitude with the ability to work independently.

Position Mission Statement

The Guest Ministries Coordinator (GMC) will partner with the Guest Ministries Director (GMD) to serve and host all of camp's guests. The primary responsibility of the GMC will be to manage the daily operations of the gym (The Rock), coordinate cottage sites, and serve day-use guests. This role ensures an excellent guest experience through hosting, setup, cleanliness, and activity facilitation while serving Camp Lebanon's mission to be a meeting place with God.

Position Responsibilities

I. GUEST MINISTRIES SUPPORT (50%)

1. Hosting Rotation

- Serve as a weekend host for guest groups, sharing responsibilities with the GMD (frequent weekends).
- Assist with greeting guests, coordinating schedules, and providing excellent hospitality.

2. Facility Readiness

- Partner with GMD in meeting space setup, cleaning, and organization.
- Ensure spaces are clean and prepared for guest arrivals, including the gym, meeting rooms, and lodging areas.

3. Guest Services Coordination

- Oversee cottage scheduling, in collaboration with the GMD.
- Serve as the primary coordinator for day-use groups, ensuring smooth experiences.

4. Guest Communication

- Communicate with group leaders before, during, and after their events.
 - Address guest needs, questions, and feedback in a timely manner.
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II. ACTIVITY TEAM SUPERVISION (20%)

1. Supervision and Training

- Partner with the GMD to recruit and train hourly activity staff (e.g., lifeguards, zip line operators, laser tag facilitators).
 - Schedule and supervise hourly employees to align with guest group needs.
 - Foster a positive, supportive work environment for staff.
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III. GYM “THE ROCK” COORDINATION (20%)

1. Gym “The Rock” Usage Management

- Coordinate schedules for gym activities and events.
 - Ensure the gym remains clean, organized, and stocked with recreational supplies.
 - The Guest Ministries Coordinator is the person responsible for the cleanliness and care of the gymnasium recreational and worship spaces to include the court, rec storage closets, stage, AV, and Coffee areas.
 - Propose enhancements to gym activities to improve guest experience.
 - Partner with the GMD to ensure activities are operational, safe, and engaging.
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IV. ADMINISTRATIVE DUTIES (10%)

1. Maintain accurate scheduling records for the RV park, cottages, and day-use groups.
2. Submit updates to the GMD on guest schedules, contracts, and post-event feedback.
3. Keep workspaces, files, and manuals organized and up to date.

Core Staff Ministry Team Responsibilities

- Meet regularly with the Guest Ministries Director to align on priorities.
- Attend management and staff meetings as required.
- Actively support Camp Lebanon’s mission through spiritual contributions.
- Partner with the Core Staff to ensure safety, stewardship, and ministry excellence.

Preferred Candidate Attributes

- Strong relational and problem-solving skills.
- Passion for Christian camp ministry and hospitality.
- High adaptability in a fast-paced, multifaceted environment.

SALARY AND BENEFITS

- **Salary: \$43,888**
- **Paid Time Off:** 120 hours (prorated for 2025) 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 your immediate family when food service is open
- **Special considerations:** See the employee handbook for a complete list (e.g. discounts, free camps)

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

- Monthly amount: \$287/ \$574/\$801 (2025 rates)
- 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) \$1250/person, \$3750 family limit

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

- Total Coverage Limits (annual): \$3000/ \$4500/ \$6000 (2025 amounts.)
- Personal Responsibility supplement: \$750per person.
- Preventative care only (annual limit): \$600/ \$1200/ \$1800.
- Dental/Eye/Chiropractic (annual limit): \$1500/ \$2000/ \$3000.
- 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 salary.
- 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. For more details, visit www.camplebanon.org.