



2851 Crescent Drive
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LWBC full-time employment opportunity

Position title: Guest Services Director

Reports to: Executive Director

Job Description: **Primary responsibilities:** All aspects of guest services from advertising, booking, camp preparation, communication, hosting & follow-up. A person who can relate with guest groups and leader and provide them with excellent service before, during and after their stay at LWBC.

Secondary responsibilities: (may include, but not limited to) programming, staff recruitment, LWBC special retreat planning and implementation, maintenance, food service & camper follow-up. ***These responsibilities will be tailored to fit gifts & desired areas of service.***

Summer responsibilities: LWBC has an "all hands on deck" approach to our summer camp program (June through August). All full time staff will be expected to be fully involved in a variety of areas as needs and gifts dictate.

All LWBC full-time staff assist in food service, housekeeping and other areas of responsibility during the fall / winter / spring retreat season.

This person should have gifts of hospitality, encouragement, ability to administrate, leadership, creativity & service. This person will / should see their first and foremost responsibility as a servant leader following the example of Christ. LWBC emphasizes service to our campers, guests, staff and each other through building relationships.

Compensation: Compensation package include salary plus tangible and intangible benefits.

Salary:	<i>specifics hidden on web posting</i>
Housing:	apartment & utilities (not including phone)
Food:	meals in summer and retreat meals year-round
Total:	<i>specifics hidden on web posting</i>

Support goal: (approximately 50% of total package)

Commitment: LWBC requests a two year commitment.