



# Sagitawa Christian Camps

Box 61  
Moberly Lake, BC V0C 1X0

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## Job Posting Guest Services Manager

Are you looking for work with meaning? Are you an outdoorsy people person? Do you love Jesus and share Him with those around you? You might want to consider Christian camping ministry! Camp Sagitawa is now hiring a full time, year-round Guest Services Manager. Could this be you?

This role has a little bit of everything. Connecting with guests before, during and after their event is only the beginning. This role will also include office administration/reception, basic bookkeeping & data entry, reaching out to existing and new churches, coordinating volunteers. See job description for more details.

### **Overview of Camp Sagitawa**

Camp Sagitawa is an 67 acre camp situated on beautiful Moberly Lake, BC. As an interdenominational camp, we exist to share the Gospel of Jesus Christ and to offer Christian camping experiences to children, families and the community. With nature all around us, it is the ideal place to retreat from everyday life in order to experience our Creator through His creation.

Even though our main focus is to offer children and teen camps throughout the year, we also host guest groups such as craft clubs, schools and community groups. Many campers come from the area within the circle of Fort Nelson, Grande Prairie, Tumbler Ridge and Mackenzie.

Camp Sagitawa is run by a small team of year-round staff, a board of directors and many volunteers. With a supporting base of 15 member churches, the camp has grown over its 57 years to now house up to 100 campers plus staff.

### **Mission:**

At Sagitawa we are committed to caring for people and connecting them with Christ. Through relationships and programs that both challenge and encourage, we pursue personal growth and a deeper connection with our Creator.

**Vision:**

Arefuge where people feel genuinely cared for; a safe and encouraging environment where people experience God's love and respond to this call.

**Values:**

- 1) ~~Evangelism~~ – We want to share the truth about Christ's love and why he died on the cross for us. 1 John 4:10
- 2) ~~Discipleship~~ – We want to invite others to join us in the effort to become more like Christ; bringing our lives into alignment with His. Philippians 3:12
- 3) ~~Recreation~~ – We want to create an environment where everyone can engage in healthy relationship and refresh tired spirits through recreation activities. Isaiah 40:31
- 4) ~~Truth~~ – God created anything found to be true, whether in the physical world around us or in the nature of God himself. The world wants us to believe that your "truth" and my "truth" may differ. There is only one truth – it is Christ. John 14:6
- 5) ~~Growth~~ – We believe in challenging ourselves and one another to be better tomorrow than we were yesterday; physically, mentally, and spiritually. Hebrews 10:24
- 6) ~~Worship~~ – Our lives should be a continuous act of worship. Whether at chapel, the field, the dining hall, the forest, or on the water, to walk hand in hand with God worship. Hebrews 13:15



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**Position Title:** Guest Services Manager

**Reports To:** Site Directors

**Location:** Moberly Lake, BC

**Position Type:** Full-time permanent salaried position

The main responsibilities of this role will include but not be limited to:

Reception - Answer phone calls, respond to emails, take payments etc. This is the first point of contact that guest groups make.

Administration - Promote guest group bookings, quote group bookings, work with the group and Program Director to put together an event package, Invoice, take payment and process payment.

Admin/Data Entry - Upload data to Dext, support the booking process.

Volunteers - Organize volunteers to help with guest groups throughout the year.

Land/Host group - Welcome the group when they arrive, Work with the Program Director to orchestrate the event once on site. Lead skills, help in the kitchen, support volunteers and whatever else is needed to support the group while on site.

Property prep - Work with Site Directors to prepare the property for the group such as mow lawns, yard clean-up, shovel snow etc.

Housekeeping - Join the staff team in housekeeping after the group departs.

Hands-on support of Interns - Work with the Site Directors & Program Director to support Interns in the GROW program.

Policy/Procedure Development - Support the office in the development and updating of procedures, policies and important documents.

Grant Search - Support Site Directors in looking for and applying for grants.

Support Member Church Visitation - Support Site Directors and Program Director by participating in member church visits, helping site directors to visit all the churches in a year. Program Director, Site Directors and Guest Services Manager each going to churches to make it through all of them.

Equipment Maintenance - Work with the site director to maintain equipment such as archery/pellety equipment, waterfront equipment etc. for guest use.