



CAMPER COORDINATOR

Classification: Full-Time, Year-Round, Exempt

Start Date: October 2022

Reports To: Director of Village and Sparrowwood

North Georgia Camp and Retreat Ministries, Inc. is seeking an administrative team member who will provide registration, reservations, and general administrative support for the conference camping ministries including: Glisson Camp and Retreat Center site in Dahlonega that serves over 2,700 summer campers and 8,000 retreat guests annually; the mobile Grow Day Camps serving over 500 campers each summer; and the newly-launched mobile residential summer program – Shoreline Camps. Our mission is to join with the church to make disciples of Jesus Christ and to nurture leadership by creating experiences in Creation and in Christian community that encourage transformation, growth, and renewal for all people. To learn more about NGCRM, visit growsomewhere.org and review our Mission, Core Values, and Ministries on pages 3-4 of our most recent [Impact Report](#).

Minimal Qualifications:

- Bachelor's degree
- 1-3 years of administrative experience, camping experience preferred
- Have familiarity with the United Methodist Church
- Able to work from our Dahlonega office
- Demonstrated organizational, administrative and foundational computer skills
- Able to communicate comfortably with the public

Camper Registration Duties:

- Assist with camper registration for all programs
- Post camper payments
- Assist with summer staff check-in
- Assist with summer camper check-in
- Assist with registration for all programs as-needed

Retreat Duties:

- Serve as contact for prospective and newly booked retreat groups/day events/meetings
- Create contracts, invoices, and confirmations in Circuitree (reservation software)
- Coordinate meeting spaces, lodging, activities, and groups' weekend schedules
- Coordinate with weekend retreat staff to cover needs of the retreat groups

Other Office Responsibilities:

- Answer phones
- Greet guests and provide information for waterfall visitors (brochures, hiking trail maps)
- Manage front gate
- Sign off on delivery packages
- Assist with Admin Team projects as assigned
- Work a non-summer schedule which is typically Mon-Fri 8:00am-5:00pm with various additional morning/evening/weekend times based on agreed-upon schedules (with compensatory time), and a summer schedule that may include Sundays (with compensatory time)

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered as needed. To apply, please submit your resume and cover letter to: laura@ngcrm.org