



## Retreats Coordinator

**Classification:** Full-Time, Year-Round, Exempt

**Start Date:** Fall 2024

**Reports To:** Director of Glisson Retreats, Grow, & ELI

**Mission Statement:** North Georgia Camp and Retreat Ministries (NGCRM) joins 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.

**Overview:** North Georgia Camp and Retreat Ministries, Inc. is seeking a 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; and the mobile Grow Day Camps serving over 600 campers each summer. To learn more about NGCRM, visit [growsomewhere.org](http://growsomewhere.org) and review our Mission, Core Values, and Ministries on pages 3-4 of our most recent [Impact Report](#).

### Minimal Qualifications:

- Active Christian faith
- Bachelor's degree
- 1-3 years of administrative experience, camping experience preferred
- Willingness to support the theological doctrines and practices of the United Methodist Church
- Able to work from NGCRM's Dahlonega office
- Demonstrated organizational, administrative and foundational computer skills
- Able to communicate comfortably with the public
- Be an active and supportive member of the NGCRM Team; maintaining an atmosphere of spiritual growth, personal development, and safety for all team members

### 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 all logistics pertaining to use of retreat groups' meeting spaces, lodging areas, and activities
- Communicate with Glisson's vendors, including dining hall and cleaning services teams
- Collaborate with retreat team to train and schedule retreat staff to cover needs of the retreat groups
- Coordinate all aspects of NGCRM Conference Retreat registrations for retreats hosted at Glisson, including providing conference staff all reports and information needed throughout the registration time frame for each individual event
- Develop the quality of Glisson's retreat programs through strategic planning alongside the retreats team
- Work as a part of our retreats hosting team, being onsite to assist with general staff assistance, retreat logistics, and guest hospitality for 6-8 weekends per year

### Camper Registration Duties:

- Assist with camper registration for all programs
- Assist with summer staff and camper check-in

### Other Office Responsibilities:

- Answer phones
- Greet guests and provide information for waterfall visitors (brochures, hiking trail maps)
- Manage front gate system
- Assist with other related administrative projects as assigned
- Work a non-summer schedule which is typically Monday-Friday, 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](mailto:laura@ngcrm.org)