



Making disciples of Jesus Christ for the transformation of the world.

CORE VALUES: Christian Witness, Service, Hospitality, and Community

Retail Specialist- Seasonal Position

Staff Purpose: The Retail Specialist seeks to lead and serve as a faithful part of God's work in and through the ministry of Glen Lake. The Recreation Specialist serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

Job Summary: The Retail Specialist pursues furthering the mission of the camp through the training and implementing of retail duties. Inventory, stocking, and sales are the primary functions.

Duties: (include but not limited to)

Craft Store

- Develop and deliver an arts and crafts program appropriate for the age and ability of the campers
- Design and deliver arts and crafts activities that make use of different art mediums, make use of the camp's natural environment, and use the art resources most efficiently.
- Assist in the implementation of staff training for arts and crafts.
- Train other staff in their responsibilities at the arts and crafts room.
- Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
- Maintain the arts and crafts equipment.
- Ensure the security of the arts and crafts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
- Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
- Clean arts and crafts area, keeping it free of hazards and debris.

Camp Store

- Check inventory and re-stock items as necessary
- Straighten items and make sure they're in the correct place
- Fold Kerusso Shirts
- Check Outgoing Mail and take to Main Office
- Gather all credit card receipts and take to Main Office
- Sweep floor daily
- Mop floor weekly
- Clean windows daily
- Take out trash and set on curb outside of store
- Notify Main Office of any items that need to be re-ordered
- Help train store employees and handle any issues that arise with customers
- Communicate any ideas about products to carry in the store, or products that don't sell well

Snack Shack

- Make sure refrigerator is stocked with drinks
- Place lids on all snack containers at the end of each sales period
- Notify Main Office of any items that need to be re-ordered

Help train store employees and handle any issues that arise with customers
Sweep floor daily
Mop floor weekly
Take out trash and set on curb outside of MAC
Do not let customers buy more than 2 food items at a time

Required Qualifications:

An active and growing faith in Jesus Christ, with a heart for ministry and a passion for serving others.

Integrity and consistent work ethic

A team-oriented servant attitude and the ability to relate well with others.

Interpersonal communication and organizational skills

The ability to handle conflict in a respectful and professional manner

Desire and ability to work with children and adults OUTDOORS

Previous experience in residential camping or retail

Prior experience in supervising others especially peers is desirable

Physical Aspects of the Position:

Ability to communicate and work with groups participating and provide necessary instruction to campers and staff

Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques

Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques

Visual and auditory ability to identify and respond to environmental and other hazards related to the activity

Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Additional Physical Requirements:

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.

Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

The Retail Specialist will adhere to the principles of confidentiality concerning the business of this ministry.

