

**LAKE CHAUTAUQUA LUTHERAN CENTER
JOB DESCRIPTION**

VISION AND MISSION:

The mission of LCLC is to share the gospel of Christ Jesus in ways that give life. LCLC is a ministry of the Upstate NY Synod of the Evangelical Lutheran Church in America. While being a member of the ELCA is not mandatory, all LCLC employees need to embrace and support the vision and mission of LCLC, the USNY Synod, and the ELCA.

POSITION: Office and Retreat Center Manager

CLASSIFICATION: FULL-TIME EXEMPT

QUALIFICATIONS: Must be a mature, responsible person committed to working in a Christian community. Motivated, organized, and able to manage multiple tasks at one time. Possess a sense of hospitality and teamwork. Prior experience in a camp or business operations setting.

RESPONSIBLE TO: EXECUTIVE DIRECTOR

GENERAL RESPONSIBILITIES: The Office and Retreat Center Manager manages the overall business operations of the camp on a year-round basis, including guest services, camp store, record keeping, and financial management.

ESSENTIAL RESPONSIBILITIES:

- **Retreat Group Management:** Handling inquiries, coordinating bookings and the master calendar, coordinating food service and facility needs with the appropriate staff, guest relations and hospitality while guests are on-site, post event billing/accounts receivable, and evaluation of guests' experiences.
- **Database Management:** Mailing lists for donors, summer camp, guest groups, and year-round programs.
- **Marketing:** Social media management including but not limited to Facebook, Instagram, and Constant Contact. As on-site needs allow, be a face for LCLC in USNY Synod ELCA congregations and other Synodical events, promoting the mission of LCLC.
- **Canteen Management:** Oversee the inventory and ordering of all items sold in the camp store. Work with the summer camp Program Coordinators to manage camper Canteen Card balances and refunds. Provide for a year-round Canteen available to guest groups.
- **Office Management:** Oversee the inventory and ordering of business, and office supplies and arrange for the routine maintenance of the camp business equipment, including computers. Oversee the summer camp registration process and registrar. Answer phones and email communications related to overall guest and camper services.
- **Financial Management:** Receive and process all cash, check, and credit card income. Make bank deposits and coordinate with the bookkeeper and payroll clerk to keep accurate records.

OTHER RESPONSIBILITIES:

- Be on-call 24/7 while guests are on the property. Days off will be accommodated around the needs of guest groups.
- Attend weekly staff meetings prepared to share the relevant needs and details of upcoming guest groups.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to effectively communicate orally and in writing.
- Ability to operate business equipment safely and properly.
- Manual dexterity to utilize computer and other office equipment.

COMPENSATION:

- Minimum Salary \$40,000+
- Health insurance
- Employer contributed retirement plan
- Vacation
- March 1, 2024 start date

RESUMES: Interested individuals should their cover letter and resume to:

Rev. Gail Swanson, Interim Executive Director

pastorgails@aol.com

LCLC

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