



Position: Retreat Coordinator at Snow Wolf Lodge

Date: 02/01/2017

Employee:

Supervisor: Nathan Reitz

Pay Rate: \$10-\$12/hr

Classification: Part-time, 20-30 hrs

Status: Non Exempt

Snow Wolf Lodge / Summit Ministries Retreat Coordinator Job Description

Purpose: To manage all administrative tasks involved in hosting retreat groups at Snow Wolf Lodge. Also, to assist the Property Manager and Maintenance Supervisor in providing any necessary services to groups using the property, through presence, availability, and preparations before and after its use.

Key Tasks:

1. Handling all administrative tasks required in booking and hosting retreat groups.
 - a. Daily checking and responding to phone messages and emails.
 - b. Periodically updating the Snow Wolf Lodge Facebook page and managing the business website.
 - c. Writing and keeping records of contracts, invoices, and other documents required between Summit and the retreat groups.
 - d. Collecting and tracking all revenue from retreat groups and store income.
 - e. Receiving and sending incoming/outgoing mail.
 - f. Tracking the status of retreat groups through 3 month, 1 month, and 1 week follow-ups prior to their stay.
 - g. Serving as a resource to group leaders through knowledge of amenities offered by Snow Wolf Lodge and the surrounding area.
 - h. Detailing all individual group needs for the property to the Property Manager and Maintenance Supervisor through weekly staff meetings.
2. Providing Orientations and Cleaning Talks to groups when the Property Manager or Maintenance Supervisor are unavailable to do so.
3. Overseeing the Snow Wolf Lodge store through maintaining inventory, running the store as requested, and handling all income and expenses throughout the year.
4. Assisting in cleaning facilities, making beds, laundering linens for retreat groups as needed.
5. Organizing menus and cooking for groups as needed, with the assistance of the Property Manager and Maintenance Supervisor.
6. Responsible for alerting the Property Manager to any unusual activity on the property or damage discovered.
7. Responsible for the completion of all administrative services and requests as assigned.
8. Ensure compliance of all work related activities in a fair, ethical, and consistent manner.
9. Maintain a professional and courteous manner with all residents, vendors, contractors, and fellow employees.

- 10. Complete payroll time sheets and mileage reimbursement and submit to supervisor as determined.
- 11. Special projects and other responsibilities as may be determined.

Key Requirements:

- 1. Strong communications skills through calling, texting, emailing, and occasional public speaking.
- 2. Basic working knowledge of Microsoft Excel and Word.
- 3.
- 4. Carry a walkie talkie as requested on the property for communication (walkie talkie will be provided).
- 5. Meet weekly with the Property Manager and Maintenance Supervisor.

Attachment B

Accurate and honest completion of payroll time sheets and mileage logs are an important part of the responsibilities of the Maintenance Supervisor. Those logs shall be completed as follows:

Payroll Time Sheets are filled out online and must be filled out daily. You are responsible for marking the time when you begin work, the time you take for lunch, and the time you quit at the end of the day. You are permitted one paid fifteen minute break every three hours; time taken off beyond that must be marked down in total hours, rounded up or down to the nearest 15 minute increment. At the end of the pay period you are responsible for submitting the timesheet online for the Property Manager’s approval. ***Overtime is available only under special circumstances and must be approved by the Property Manager first, unless on-call time or maintenance emergencies require additional hours.***

Mileage log sheets shall be obtained from the Property Manager and filled out as used. Mileage sheets shall be due with the second Payroll Time sheet each month. ***Mileage must be approved by the Property Manager first. If possible, take a property vehicle.***

I, _____, acknowledge and accept this condition of employment inclusive of the attached job description and specific duties. Furthermore, I understand that this is not a contract of employment and that either Summit Ministries or I may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable Federal or State law.

Applicant Name (Print)

Applicant Signature

Date

Administrator Name (Print)

Administrator Signature

Date