



Lead Host & Administration Support

CAMP NAKAMUN OPPORTUNITY POSTING - FULL-TIME, YEAR-ROUND POSITION

Camp Nakamun Overview

Camp Nakamun's mission is to help people Encounter God, Enrich Relationships, and Experience Creation. Our vision is to be an inviting, innovative, and growing summer camp, year-round retreat, and hosting facility ministry. Our desire is to connect with our communities and partner with our churches to reach children, youth, and adults with the message of Jesus Christ. We do this in a relational, community and family-oriented work environment. We are a non-profit charitable organization owned by the Western Canadian District (WCD) of the Missionary Alliance. We operate in accordance with the statement of faith, principles, and directives of the Christian & Missionary Alliance of Canada.

Camp Nakamun is located 1 hour Northwest of Edmonton. The camp includes 3 sites. The Main lakeside site includes the main lodge, motel rooms, dorms, meeting rooms, numerous cabins, campsites, and recreational facilities. The North Shore site is home to outdoor program and paintball fields. The Nakamun Ranch site includes a large indoor riding arena, cabins and riding trails. Camp Nakamun was founded in 1946 and has continued to grow. The staff team now consists of 20 year-round and 60 seasonal staff. In addition, the camp also has 150 junior summer volunteers, 2700 campers, and 11000 other guests annually.

Applicant Requirements

- Effective communicator, comfortable interacting with our guest groups.
- Gifted in administration with attention to detail. An understanding of Microsoft Office Suite is preferred, but not required - on the job training is available.
- Prior supervisory experience would be an asset.
- Demonstrates a level of personal spiritual maturity that is recognized in their life, family, and community.
- Desire to see people grow in their relationship with God
- Strong team player with a willingness to serve others, understanding need for unity within our team.

Job Description

TITLE: Lead Host and Administration Support

REPORTS TO: Hospitality Manager

PRIMARY PURPOSE: Camp Nakamun's mission statement is to help people "Encounter God, Enrich Relationships and Experience Creation". The purpose of this role is to support the Hospitality Manager and ensure our Guest Groups have a great experience at camp.

Responsibility #1 **Hosting**

The Lead Host is our primary onsite connection for guest groups. They will work closely with our Hospitality Manager to understand the needs of each group and ensure that their experience is aligned with Camp Nakamun's Mission. The Lead Host will also connect with our Housekeeping Lead and Activity staff to understand daily housekeeping and activities needs and will direct the hospitality staff to accomplish that work. The Lead Host will coordinate with our Weekend Hosts to ensure continuity and excellence of guest experience on weekends.

Responsibility #2 **Administration**

The position of Lead Host//Administration Support is highly administrative all year round. This role works extensively with Camp Brain, our camp administration computer system, as well as the Microsoft Office Suite, therefore the employee in this position must feel comfortable working with a computer and completing administrative tasks. The primary administrative responsibilities will be scheduling of activities, meals and amenities for guest groups. Other responsibilities include answering of phones and emails, and other administration support for our hospitality and finance teams.

Responsibility #3 **Team Member**

Every member of our team is meant to fulfill a specific role within the organization, and we want our staff have the time & space to focus on the priorities of that role. However, the realities of camp operations require that each of us be willing to step outside of that specific role, when circumstances demand, to support the broader needs of the organization. Therefore, position, like all others, requires a willingness to serve our guests and campers in practical ways (e.g., serving meals, doing dishes, facilitating activities, general housekeeping etc.).

Responsibility #4 **Ambassador for the Mission of Camp Nakamun**

All Employees of Camp Nakamun are also ambassadors of the Camp Mission. In this role you will be asked to adhere to our community standards and uphold the Statement of Faith for the Christian & Missionary Alliance.

Compensation

We consider this to be an entry-level administrative position, which defines the available salary range; adjustments within this range will be based upon the experience, education, and other qualifications of the successful candidate.

We offer a robust package of perks, including meals and personal access to camp activities and facilities. Health and Retirement benefits are available following a minimum length of service.

How to Apply

To learn more about this opportunity, please call Debbie Toews (Hospitality Manager) at 780-967-5813 or forward your resume, a letter of introduction and the names and contact information for 2 references, to info@campnakamun.com