

Sacramento Camp and Conference Center

Job Description: Guest Services Coordinator

Responsible To: Guest Relations Manager

Status: Full-time W/ Benefits



Overview:

This job is for an office assistant whose main role is responsible for all marketing material, donation management, and the coordination of snack & gift. Additionally, this role includes assisting the office with answering the phone, booking reservations, and invoicing groups upon checkout.

Qualifications:

- Be in agreement with the philosophy and policies of Sacramento.
- Eager to learn, loves people, and shows a consistent walk with God.
- Eager to know and love the guests of this ministry as part of fulfilling our mission and vision.
- Flexible and willing to work with all staff, guests, and agencies.
- Demonstrates wisdom and discernment while making decisions.
- Preferred 1-year experience in guest services, hospitality, or public relations.
- Be organized, attentive to details, self-motivated, and proficient with Microsoft Office.
- Excellent written and verbal communication skills.
- Certification in CPR or ability to acquire certification within two years.
- Must be able to live on-site.
- Be at least 18 years old, a High School graduate, Possess a valid driver's license, and pass a background check.

Responsibilities:

- Work closely with the Guest Relations Manager and Business Manager in reconciling group-related income.
- Assist the Executive Director in developing, maintaining, and renewing a marketing plan for SCCC.
- Develop and distribute all promotional materials (print and digital).
- Manage all donations received by SCCC.
- Coordinate the Snack and Gift operations.
- Assist in answering phones, emails, and other communications with professionalism.
- Assist in the coordinating of guests to finalize their bookings and reservations.
- Support and assist all other departments as needed.

Benefits:

- Full-time salaried position with competitive pay
- Housing
- PTO, Holiday, and Vacation programs
- Retirement Matching program
- Life insurance program