



# Job Description *We create experiences to proclaim the gospel.*

**Date:** February 2, 2021

**Position Title:** Guest Relations Clerk

**Reports To:** Guest Relations Manager

**Job Status:** Non-exempt, temporary full time

## **Job Summary:**

Guest Relations Clerk serves our guests by organizing documents for summer camp and taking payments. It will also involve communicating with churches through email and phone.

## **Essential Job Functions:**

1. (50%) Data entry and analysis / Editing and proofing
2. (20%) Customer interaction on phone and email
3. (20%) Financial organization
4. (10%) Supporting the Crossings Central Office

## **Skills:**

1. Understands and implements exceptional service to guests and staff.
2. Team player who understands the importance of team and ability to work within a team.
3. Can think quickly in the moment and respond intelligently.
4. Is driven to succeed and has a get-it-done attitude.

**Work Experience:** Describe the type of previous job-related experience required.

1. 1 year in industry focused on customer service (preferred)
2. 1 year of camp experience (preferred)

**Education:** Check only the highest education degree required for this job.

High School     Associate or Technical     Bachelor     Masters

**Required Licenses or Certifications:** None

**Major area of study required:** None