



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

Date: August 9, 2021

Position Title: Guest Relations Coordinator

Reports To: Guest Relations Manager

Job Status: Full-time, Exempt

Job Summary:

Guest Relations Coordinator serves our guests by maintaining camp registration, as well as being the first point of contact for all Crossings events and supports the Central Office.

Essential Job Functions.

1. (70%) Customer interaction, phone and email
2. (10%) Data entry and analysis / Editing and Proofing
3. (10%) 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:

1. 2 years of professional work experience
2. 2 years in industry focused on customer service (preferred)
3. 1 year of camp experience (preferred)

Education:

High School Associate or Technical Bachelor Masters

Required Licenses or Certifications: None

Major area of study required: None