

**Gretna Glen Camp & Retreat Center**  
**Eastern Pennsylvania Conference of The United Methodist Church**  
**Job Description – Guest Services Manager**

**Non-Exempt**

**40 Hours per week (5 days per week September-April, 6 days per week May-August)**

**Overtime as planned with supervisor**

**Responsible to:**

Assistant Director, Director

**Pre-Requisites:**

- Multiple years of prior camp experience
- Organized, effective communicator
- Commitment to all people
- Desire to share your Christian Faith

**Training**

- Current First Aid/CPR/AED
- Continuing education that may include travel
- College Education or Years of Experience

**Key Responsibilities**

- Demonstrate strong support and commitment to the mission and vision of Gretna Glen Camp & Retreat Center as a ministry of the Eastern Pennsylvania Conference of The United Methodist Church.
- Primary host to guest groups.
- Be committed to genuine Christian hospitality.
- Supervise all components of Gretna Glen events, including scheduling, design, planning, implementing, and evaluation.
- Lead facilitator of challenge course, outdoor education, school groups and non-summer programming.
- Assist Summer Program Coordinator with summer related tasks.
- Organize & Promote camp programs as they relate to our community, churches, and partners.
- Participate in volunteer recruitment.
- Assist with ACA compliance
- Organized record keeping

**General Responsibilities of all Gretna Glen Staff**

Be a part of a local church, participate in staff meetings, and participate in site committee meetings.

Assist in other areas as needed.

Staff are expected to be the best stewards of Gretna Glen property, including supplies, physical property, and finances.