

**Core Values**

Love Deeply • Host Graciously • Serve Intentionally

Glen Lake Camp and Retreat Center strives to create a Christian environment   
where authentic relationships are formed. Our mission is to make disciples of Jesus Christ   
for the transformation of the world.  
 **Summer Staff 2020 • RETAIL SPECIALIST**

**Staff Purpose:** The Retail Specialist seeks to lead and serve as a faithful part of God’s work in and through the ministry of Glen Lake. The Retail Specialist serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

**Job Summary:** The Retail Specialist pursues furthering the mission of the camp through the training and implementing of retail duties. Inventory, stocking, and sales as the primary functions.

**Duties:** (include but not limited to)

* Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
* Clean arts and crafts area, keeping it free of hazards and debris.
* Check inventory and re-stock items as necessary.
* Straighten items and make sure they’re in the correct place.
* Fold all Camp Shirts.
* Check Outgoing Mail and take to Main Office.
* Gather all credit card receipts and take to Main Office.
* Sweep floor daily.
* Mop floor weekly.
* Clean windows daily.
* Take out trash.
* Notify Main Office of any items that need to be re-ordered.
* Help train store employees and handle any issues that arise with customers.
* Communicate any ideas about products to carry in the store, or products that don’t sell well.
* Make sure refrigerator is stocked with drinks.
* Place lids on all snack containers at the end of each sales period Notify Main Office of any items that need to be re-ordered.
* Help train store employees and handle any issues that arise with customers.

**Required Qualifications:**

* An active and growing faith in Jesus Christ, with a heart for ministry and a passion for serving others.
* Integrity and consistent work ethic
* A team-oriented servant attitude and the ability to relate well with others. Interpersonal communication and organizational skills
* The ability to handle conflict in a respectful and professional manner
* Desire and ability to work with children and adults OUTDOORS
* Previous experience in residential camping or retail  
  Prior experience in supervising others especially peers is desirable

**Physical Aspects of the Position:**

* Ability to communicate and work with groups participating and provide necessary instruction to campers and staff
* Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
* Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques
* Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
* Physical ability to respond appropriately to situations requiring first aid.
* Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

**Additional Physical Requirements:**

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

The Retail Specialist will adhere to the principles of confidentiality concerning the business of this ministry.