

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

Hope Shores Retreat and Development Coordinator

Purpose

- 1) To recruit user groups and coordinate retreats at Hope Shores.
- 2) To manage donor and alumni relations.

Characteristics and Qualifications

- 1) Personally committed to the Lordship of Jesus Christ demonstrated by prayer, devotional life, integrity, and accountability.
- 2) A team player that is a good communicator and is personable.
- 3) Possessing strong time management skills and organizational abilities.
- 4) A hard worker that is willing to try new things.

Roles and Responsibilities

1. Recruitment (20%)
 - a. Develop marketing materials to promote camp programs to outside groups.
 - b. Attend recruiting events and arrange meetings with outside groups and organizations.
 - c. Create new ways to direct people to the rental website, such as through organic social media, email, directories, local listings and/or paid ads.
 - d. Manage communication with outside groups, churches, and organizations, connecting them to Directors as needed.
2. Retreat Coordinating (30%)
 - a. Receive all inquiries regarding retreat requests.
 - b. Process requests using systemized approach in collaboration with camp schedule and camp directors.
 - c. Hire and train retreat hosts, support staff, and cook to be onsite during retreat.
 - d. Communicate with staff about retreat details and needs prior to the retreat (including arrival and departure, final numbers, meals/times, sound needs, building access).
 - e. Provide user group with written contract and ensure signatures.
 - f. Complete retreat user checklist, discuss user needs, and finalize details for retreat day-to-day needs.
 - g. Receive deposits and payments and use appropriate church system to complete the payment process.

3. Donor and Alumni Relations (20%)
 - a. Engage current and potential donors through events and communication outside of the camp season.
 - b. Expand donor base by making connections with camp alumni (campers and staff), and camper families.
 - c. Establish and maintain regular communication with donors and camp alumni.
 - d. Collaborate with the Camp Ministry Team on annual fundraising activities.

4. Relationships (30%)
 - a. Maintain relationships with parents, campers, and ministry partners.
 - b. Build church relations with current ECO churches and network with other local churches near camp and around the Twin Cities.
 - c. Attend monthly Camp Team meetings and All Staff meetings.
 - d. Communicate regularly with the camp director and facility manager.

Relationships

This is a 10 hour per week position.

This position reports directly to the Hope Shores Co-Directors. The Hope Shores Program Assistant will also partner with other staff and ministry departments of Hope Church as needed.