

# YOUNG LIFE BEYOND MALIBU JOB ANNOUNCEMENT

## Guest Services Coordinator

Young Life's Beyond Malibu is an adventure camping ministry which provides challenging wilderness adventures enabling and encouraging each participant's growth in relationships with God, others and self. Sending 5-8 hiking trips into the mountains and 1-2 sea kayaking trips into the water each week requires much preparation. The base camp support team makes the Beyond ministry possible.

This position is responsible for organizing and liaising between Beyond and our current and future guests, and includes marketing and promotion duties within the inlet. These responsibilities include but are not limited to things like leading base camp tours, managing for visits by Beyond staff families, doing a weekly promotion at a Malibu leader and club meetings, and organizing laundry services for camp staff and guests. This is a leadership position that answers to the camp director and oversees and collaborates with the office and marketing assistants. This position offers management and spiritual leadership experience.

### RESPONSIBILITIES:

(A more detailed job description is available upon request).

#### Pre-summer:

- Base camp staff need to attend the all staff training weekend on May 2<sup>nd</sup> – May 4<sup>th</sup>, 2014 for a time of introduction to the Beyond Malibu ministry, meeting the staff, as well as training in interpersonal and team building skills.
- Work together with the Camp Manager, Base Camp Coordinator, and Food Service Coordinator to plan and carry out the base camp staff pre-summer training during the first 10 days at base camp.
- Prepare for the summer as delegated at Leadership Team planning sessions and as necessary to fulfill job responsibilities.
- Obtain annual checkup with physician's approval on Young Life Health, Consent and Release Form.

#### Summer:

**Dates for 2014: June 12<sup>th</sup> – August 28<sup>th</sup>**

**Room and board are provided.**

- Responsible to the Beyond Malibu Camp Manager.
- Work together in a mutually supportive way with the Base Camp Coordinator and Food Service Coordinator.
- Responsible for supervising the Office Assistant/Laundry person .
- Responsible to supervise all office interactions such as summer bookkeeping, outside communication with trips, and office responsibilities.
- Responsible for supervising the Promotion Manager
- Responsible to supervise the developing and carrying out a public relations plan to help increase the awareness of the Beyond Malibu ministry with the Malibu Staff, Malibu participants and the boating public.
- Coordinate all guests who come and go from base camp.
- Responsible for the review and revisions of the job manuals for the positions supervised.
- Participate as a member of the Beyond Leadership Team.
- Base camp staff members are encouraged to experience one week of the summer as a participant on a Beyond trip (no charge!).

## QUALIFICATIONS:

The person joining the Beyond Malibu staff should possess a very unique combination of qualities. Below is a list of some of the qualities/qualifications looked for in an applicant. At first glance, these traits may seem impossible to fulfill. We do not want to scare away possible applicants but we do want to give a true picture of the kind of qualities we would like to see in people on staff. Please consider the following carefully and prayerfully:

- **Female and a minimum age of 21.**
- Leadership experience.
- Completion of application, self-evaluation, and references from two qualified sources.
- Have the issue settled in own heart about desiring Christ to be Lord of their life.
- Moving in the direction of Christian maturity and living a life worthy of being imitated.
- Have an understanding of what it means to be committed to other people.
- Willing to be committed to other people.
- Willing and able to spend one on one time with other staff and to share about one's self.
- Able to work with a team.
- Honest with self and others, willing to work out conflict proactively as it arises.
- Confident and comfortable leading small groups.
- Able to prioritize time.
- Teachable: willing and able to learn new skills.
- Be an initiator, a self-starter.
- Flexible: maintaining a "servanthood" attitude on a 24-hour basis.
- Able to enforce and uphold policy set by others.
- Able to use a computer and have a working knowledge of Microsoft Word and Excel programs.
- Financial need should not be an obstacle. Room and board are provided during the summer but Beyond Malibu is a volunteer ministry and staff should expect to incur transportation and other expenses. There is an opportunity for staff to raise personal support through individual efforts.
- Willing to relinquish normal physical comforts and conveniences. The Beyond base camp is in a beautiful wilderness setting in Princess Louisa Inlet (100 miles north of Vancouver, BC) and is quite primitive.
- Have or able to obtain summer health insurance (Beyond offers co-insurance accident coverage).