

Good Earth Village Program Assistant and Retreat Manager Job Posting

Good Earth Village has an excellent opportunity to join the year-round ministry team as the Program Assistant and Retreat Manager. Located at the edge of bluff country in Southeast Minnesota, Good Earth Village offers year-round outdoor ministry experiences for all ages, serving congregations of the Southeastern Minnesota Synod of the ELCA and neighboring communities.

Position: Program Assistant and Retreat Manager

Role: To further the mission of Good Earth Village by providing outstanding hospitality coordination and ministry experiences at Good Earth Village through exceptional leadership, innovative program development, and a fostering of community through relational ministry and creation stewardship.

Our Mission: To explore God in creation, grow faith in community, and engage the world as followers of Christ.

Responsible to: The Program Assistant and Retreat Manager is currently responsible to the Executive Director.

Position Overview: Serve as the primary contact for hospitality guests to plan, coordinate, implement, and follow-up all aspects of their experience. Will also provide support and lead development for programmed retreats. This position will work frequent evenings and weekends to provide excellent customer service to program and hosted guests. Demonstrated flexibility will be an essential quality for the best fit within the outdoor ministry model.

Position Responsibilities:

- Programmatic responsibilities will include owning year-round onsite retreats, networking and partnerships with congregational and community allies, supporting for summer camp planning and implementation, and coordination of day camps.
- Hospitality Responsibilities will include serving as primary contact and host for all overnight and day-use guests, scheduling space and coordination of other staff to support an outstanding experience.
- This position requires the ability and heart to do "whatever is needed" for the benefit of the ministry of Good Earth Village. This may include anything from carrying mattresses, to restocking firewood, to running the dishwasher in the kitchen, to attending information nights in a church, to driving campers to the pool. Different seasons require a different intensity of effort, so the Program Assistant and Hospitality Coordinator must remain flexible.

Previous Experience/Mandatory Practices/Essential Qualifications:

- Sound understanding of Lutheran theology; supportive of the philosophy and mission of Good Earth Village; and a desire and ability to share the Gospel of Jesus Christ with campers, retreat attendees, and outreach ministries of Good Earth Village.
- At least 21 years of age; college degree or equivalent experience.
- Demonstrated attention to outstanding customer service with a keen attention to details.
- Ability and understanding of extending and teaching unsurpassed hospitality.
- Significant experience on camp staff, summer and/or full-time.
- Program planning and leadership skills including effective supervision of retreat & summer staff.
- Proven ability to lead individuals and small and large groups.
- Ability to exercise responsible and independent judgment, and to solve problems and adapt to any situation, at times on short notice.
- Proven verbal and written communication skills.
- Promotional and public speaking skills.
- Self-motivated and able to work independently.
- Willingness to work with flexibility as part of a team in a creative atmosphere.
- Physical stamina, emotional stability, positive outlook, and a servant attitude.
- Willingness to serve at whatever needs to be done, often with long hours.
- Effective computer skills, including website management and using social media as a tool.
- Willingness to live in camp provided housing.
- Hold a valid driver's license and possess a safe driving record.
- Musical ability (i.e., singing and guitar playing) preferred.

Compensation Package: Salaried exempt position; vacation, paid holidays, and sick leave; health, dental, retirement package; on-site housing available; remote work days; vehicle provided for camp travel; meals when available.

This is a year-round position based out of Spring Valley, Minnesota.

Submit a resume and cover letter to:

Good Earth Village Executive Director,
Dianna Parks at dianna@goodearthvillage.org

or mail to

Good Earth Village
25303 Old Town Drive
Spring Valley, MN 55975

Anticipated position start date is December 1st, 2017 (negotiable).