



LEADERSHIP LEVEL	Program (Level 3)
SUPERVISOR	Assistant Program Director & Program Manager
POSITION TYPE	Paid 11 weeks @ minimum wage (40 hours/week)

Position Overview

Give leadership and direction to all areas of the summer store (Green House) and store team, keeping the mission and vision of Green Bay Bible Camp

Responsibilities:

- Provides spiritual leadership to all campers and summer staff.
- Models a Christ-like spirit and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- Must attend staff training prior to the start of summer camps.
- Oversees, trains and spiritually mentors Mentorship students assigned to the store and canteen for the summer.
- Encourages store staff in all areas, while correcting what needs to change.
- As part of the Program Team, be an example to the other summer staff.
- Responsible for training and supervising staff working in the store.
- Ensure that all prices, sizes, etc. are clearly posted.
- Oversee all transactions done in the store.
- Seek guidance from Finance Manager and Program Manager regarding product pricing. (clothing, tax, sales, financial reporting, use of TAB, and suppliers for store products.
- Set high standards of customer service and professionalism dealing with the Guests. Always looking to find solutions to any issue that arises.
- Assign summer staff working in the store to their specific duties.

- Order, purchase, and arrange for adult volunteers to pick-up store merchandise.
- Prepare candy orders for campers during kids camps and day camps.
- Keep the store exceptionally neat and tidy.
- Train and equip staff to hold to the high standards of customer service and store cleanliness. Follow the daily cleaning guidelines ensuring a great environment.
- Troubleshoot any problems relating to store equipment and take action as necessary from the direction of the Assistant Program Director.
- Attends and participates in summer staff meetings. Attends chapel and fireside.
- Participate in weekly Campus Clean Up at the end of each camp session.
- Serves as a Concierge to a Family each week of Family Camp
- Serves as a Cabin Leader during Kids Camp and Teen Camp
- Hold the vision and values of Green Bay Bible Camp High.
- Responsible for deep cleaning the store at the end of the summer

Qualifications:

- Must have been regularly involved in ministry within their local church or Para-church ministry within the last 2 years.
- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude and strong work ethic.
- Experience in retail of some form and experience with managing money and payment is an asset.
- Experience tracking inventory and ordering products.
- Creativity in displaying products.
- Strong organizational skills.
- Ability to confront and hold accountable staff members who will work in the Greenhouse.
- Friendliness and approachability to be able to work with the guests and staff.
- Confidence in leading other staff members. Be a great team player.
- Good decision making and problem solving skills.
- Food safe training is an asset.

Staff Core Values

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling

responsibilities.

c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

a) We will value one another's opinions and perspectives even when there might be a disagreement.

b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.

c) We will refrain from talking about other staff members behind their backs.

d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.