



GREEN BAY BIBLE CAMP

GUEST GROUP COORDINATOR JOB DESCRIPTION

JOB SUMMARY

Reporting to the Finance Director, the Group Coordinator is responsible for booking, planning, organizing, and executing events including meetings, conferences, retreats, social gatherings, and youth, school, and community groups. This role requires strong organizational, communication, and leadership skills to deliver events that exceed client expectations. The Group Coordinator will provide excellent customer service while managing the logistics, coordination, and oversight of all event details ensuring Green Bay Bible Camp is a space for rental groups to encounter the love of Christ.

JOB DUTIES

1. BOOKING EVENTS

- Identifies and solicits potential new clients.
- Responds to client inquiries in a timely manner via phone and email.
- Follows up on potential opportunities.
- Meets with clients and provides tours of the camp.
- Serves clients by understanding their needs and recommending appropriate services that best meet their needs.
- Prepares and sends proposals, quotes, and contracts that align customer preferences with camp needs and availability.
- Ensures client files are complete and include a signed agreement, deposit, insurance, and waivers.

2. PLANNING EVENTS

- Supports clients through their event planning, providing them with timelines and suggestions, making your presence known at all times during the entire event process.
- Follows up with clients, ensuring we have all their details in a timely manner.
- Manages client budgets to meet camp revenue needs and client needs.
- Identifies operational challenges and works with camp staff and clients to solve challenges and/or provide alternative solutions.
- Manages all client needs including accommodation, event spaces, meals, and activities.
- Schedules any additional staff required.
- Communicates group needs to staff to ensure smooth execution.

CONTACT

P: 250-768-5884
E: jenn@greenbay.bc.ca
W: www.greebay.bc.ca

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JOB DUTIES CONTINUED

3. EXECUTING EVENTS

- Recruits, builds, and equips a volunteer hosting team and schedules a host for each event.
- Oversees the event setup and logistics and is capable of physical set up and take down.
- Greets the client upon arrival and hands-off to their host, ensuring the event runs smoothly and manages any issues that may arise.
- Prepares and sends an invoice and follows up with the client following the event, asking client to re-book for the next year.
- Identifies and implements process improvements and always looking for ways to make things better.

4. OTHER DUTIES AS ASSIGNED BY THE FINANCE DIRECTOR

- Is adaptable and willing to support other departments to ensure the success of the camp and achieve our mission.

QUALIFICATIONS

- Must exhibit a servant heart and positive attitude, enjoys and cares for people.
- Strong work ethic, attention to detail, and commitment to excellence.
- Experience in event planning.
- Excellent organizational and time management abilities.
- Excellent interpersonal, communication, and leadership skills.
- Able to work with tight deadlines with ability to multi-task and problem-solve.
- Able to exercise discernment and good judgment.
- Can work independently.
- Flexibility to work evenings, weekends, and holidays as required.
- Proficiency in online software and tools (CampBrain, Google Docs).
- Understand and abide by the policies and procedures of Green Bay Bible Camp.

RENUMERATION

- This is a year round, full time salaried position, salary to be determined based on skills and experience
- Two weeks of Holiday (extra time off between Christmas and New Years)
- Benefits Package
- Meals included when guests are on site, provided as a taxable benefit

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