



Job Description

Date: March 2021

DEPARTMENT: Office

JOB TITLE: Retreat Sales Coordinator

JOB CLASSIFICATION: At Will Full Time, Hourly

PRIMARY RESPONSIBILITIES

1. Overnight Retreat Sales
 - a. Manage retreat booking inquiries, from initial interest thru to contracts, follow up, invoicing, and rebooking.
 - i. Includes data entry, project management, client meetings, payment processing, etc.
 - b. Participate in managing marketing campaigns to attract new events/customers for overnight event bookings.
2. Front Desk Responsibilities
 - a. Assist with guests before, during, and after their time on property

CHAIN OF COMMAND

This position reports directly to the Administrative Director.

HOURS EXPECTED

Typical work week is 35-45 hours, with some weekends and evening hours required, on a rotation basis with other office staff.

Additional Expectations of RMC

In the camping industry, there are times when needs arise that are outside of your primary job focus. When this happens, it will become part of the job description to fill the need as best you are able. This could include cleaning, cooking, customer service, or anything else that you can do to join our team in providing a refreshing time for our guests.

Compensation

- Full Time hours and wages. Eligible for Full Time benefits after probationary period.

Work Experience

- Proficiency in MS Office products, including Excel.
- Previous experience in Office Management or Sales positions, especially for event planning or hospitality, is preferred but not required.