

**Cho-Yeh Camp & Conference Center, Inc.**  
**Job Description**



**Job Title:** Retreats Assistant  
**Department:** Retreats Ministries  
**Reports to:** Retreats Coordinator  
**Status:** Full Time, Salaried, Exempt  
**Updated:** January 26, 2024

**Summary:**

This position reports directly to the designated Retreats Coordinator. The Retreats Assistant works as part of the Retreats Team to help serve guests at Cho-Yeh. The ideal candidate doesn't shy away from getting their hands dirty, loves interacting with people, and is infectiously positive and outgoing. Strong work ethic, hospitality and customer service are the main drivers in this role.

**Essential Functions:**

1. This person will work closely with our Retreats Team to serve our midweek and weekend groups, while learning the ins and outs of serving in year-round camp ministry.
2. The Retreats Assistant will help handle group logistics from pre-arrival setups, on-site group needs and departure/shutdowns. He/she is a natural problem solver, quick to think on their feet, and serves with joy and positivity.
3. This person will also assist with administrative responsibilities, from answering phone calls/emails to working extensively in Google Workspace. This role is very active outside, and will at times require the Retreats Assistant to step into activity facilitation.
4. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.
5. The general working schedule for this position are as follows:
  - a. Full-Time Work Schedule of 40+ hours a week
  - b. Schedule Based on Group Bookings (Generally Wednesdays-Sundays)
6. The Retreats Assistant reports directly to the Retreats Coordination Manager, but works closely in collaboration with our Retreats Coordinators as well as our VP of Retreats.
7. Other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A strong track record of managing and delivering results through high performance teams coupled with a willingness to commit to a ministry and salary commensurate with a nonprofit.
- Experience working with all levels of staff, with demonstrated ability to establish trust and relationships with others.
- Excellent project management and communications skills with the ability to work across all functions and levels of an organization.
- Proven track record of success participating actively in progressive organizational change and development within a rapidly growing ministry.
- Strategic thinker who thrives in a fast paced environment and knows how to make wise decisions on the fly; creative problem-solver.
- Highly accountable and results-driven with the ability to set and use goals that guide action and objectively measure performance.

- Demonstrated ability to interpret complex information and interconnected issues to clearly articulate the findings, obstacles, and solution.
- Demonstrated ability and willingness to challenge the status quo and use knowledge or trends to identify new solutions.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into the culture.
- Strong spiritual life and devotion to Christ as well as experience sharing personal testimony in a variety of venues and being vulnerable and open about personal faith journey. Ability to sign statement of faith.
- Demonstrated ability to cultivate healthy relationships, to maintain strong family ties, and to offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.
- Ability to work/reside in the Camp Cho-Yeh's vicinity year round and occasionally travel for training or networking.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or equivalent from four-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **TIME MANAGEMENT ABILITY**

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to be highly active around the campgrounds, walking outdoors on camp terrain in cold/heat is a regular function, and the employee will have access to use of motorized vehicles such as golf carts, camp vehicles, boats, etc. once properly trained and certified by the camp. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, this position will be trained in CPR/First Aid as well as optional training in Ropes Course and Lifeguard Certification.

### **WORK ENVIRONMENT**

Ability to work within a shared and open office space. Often expected to work outdoors, no matter the weather conditions. Late hours and weekend work is typical in this position.