



Job Description :

# Retreats Assistant

## General Information:

- Department: Retreats
- Reports to: Retreats Manager or Supervisor
- Category: Salaried non-exempt position
- Description current as of: July 2023

**Essential Role:** Assists in the rental of conference center facilities to private retreat groups.

## Main Responsibilities:

- Provide materials and information to group leaders pertaining to the usage of CBCC facilities.
- Host and provide guest services support to retreat groups on the grounds.
- Act as liaison with other departments to assure that group needs are met.
- Perform general office work associated with group inquiries, reservations, billings, and group stays.

## Secondary Responsibilities:

- Perform miscellaneous office duties and projects such as reports, scanning, photocopying, pick-up mail, and working in Book Nook.
- Support other departments during the summer months.
- All other duties as assigned.

## Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith.
- A growing personal relationship with Jesus Christ and consistent Christian testimony.
- Excellent communication skills with staff and guests, including customer service, public speaking, and interpersonal relations during phone calls, email drafting, and in-person interactions.
- Strong attention to detail and organization.
- Able to work a flexible schedule and work with varying degrees of supervision.
- PC and typing skills within a Windows Office environment.

## Physical Demands:

Sit	<u>2</u> Consecutive hours	<u>6-7</u> Total hours per day
Stand/Walk	<u>1-2</u> Consecutive hours	<u>2-3</u> Total hours per day
Employee may alternate between sit/stand every <u>as needed</u> .		
<input type="checkbox"/>	Only uses left hand/arm	<input type="checkbox"/>
<input type="checkbox"/>	Only uses right hand/arm	<input checked="" type="checkbox"/>
		Uses both hands/arms
	None or N/A*	Occasionally*
		Frequently*
		Continuously*

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

Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	1/4 mile			
<b>*Key</b>				
<b>Occasionally</b>	<b>Frequently</b>		<b>Continuously</b>	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor or HR signature \_\_\_\_\_ Date \_\_\_\_\_