



Muskoka Bible Centre Job Posting

Posted August 28, 2021

Position

- Bookstore Manager
- Salaried, part time position
- Huntsville, Ontario, Canada

Bookstore

- The Bookstore at MBC offers a large selection of Christian books, music, cards and gifts. We are also your source for special order books and small group materials.

Responsibilities

- Create a positive guest retail experience
- Support MBC programming and guest experience with appropriate content in the bookstore and subsequent scheduled 'open' hours.
- Process store purchases, assist in keeping the store clean, tidy and well stocked.
- Regularly monitor the guest experience in the bookstore – surveys, etc.
- Stay current with any content creator issues (e.g. pastors, authors, etc.) that may impact content that needs vetting.
- Proactive vetting of books and spiritual guidance material
- Work with the Management Team of MBC to ensure bookstore hours support guest schedule, expectations
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner.

Hours of Work

- Annual average of 800 hours ranging from 6 to 40 hour per week depending on season.
- Evening and weekend work will be required

Qualifications

- A committed follower of Jesus Christ
- A servant attitude toward serving MBC guests
- A solid work ethic, an eye for the big picture and being willing and ready to serve others describes the candidates that will be selected to serve on this team.
- Signed agreement to the Muskoka Bible Centre Statement of Faith and Code of Conduct
- Support of orthodox theology in particular the statement of faith held by MBC. This statement can be found at: www.muskokabible.com/about/statement-of-faith.

Compensation

- \$17 - \$21 per hour depending on qualifications
- Staff discounts, meals and uniforms as per our staff handbook.

How to Apply

- Please email your cover letter, resume and references to John Friesen, CEO, at john.friesen@muskokabible.com or call 705 789-0123.