



## **Muskoka Bible Centre Job Posting**

Posted February 12, 2021

### **Position**

- Campground Office Staff
- Seasonal, hourly position
- Huntsville, Ontario, Canada

### **Campground Department**

- Helping prepare for and clean up after MBC guests staying in the campground by maintaining a safe and clean campground environment in support the ministries of Muskoka Bible Centre.
- The campground office at MBC is a busy place, with many details to remember! The person applying for this position should thrive in a busy environment, be quick to learn new tasks, be a self-starter, be able to complete tasks in a timely manner.

### **Responsibilities**

- This position requires some experience using Microsoft Office and good customer service skills.
- Duties include: filing, phone/email answering, booking sites and/or meal reservations in the MBC reservation system.
- Able to interact with guests to handle and solve customer service concerns.
- Process store purchases, assist in keeping the store clean, tidy and well stocked.
- 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**

- 30-40 hours per week, May-Labour Day with some fall options available
- 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](http://www.muskokabible.com/about/statement-of-faith).

### **Compensation**

- Starting hourly pay, \$14.25 plus 4% vacation pay.
- Staff discounts, meals and uniforms as per our staff handbook.

### **How to Apply**

- Please email your cover letter, resume and references to Sandy Symons, Campground Manager, [sandy.symons@muskokabible.com](mailto:sandy.symons@muskokabible.com) or call 705 789-0123.