



## **POSITION DESCRIPTION: Retreat Center Coordinator**

Camp Solomon Schechter is seeking a self-motivated and sales-oriented Retreat Center Coordinator for the Stampfer Retreat Center at Camp Solomon Schechter. The position reports to the Director of Operations and will work with our board, staff, and volunteers to ensure the success of the retreat center program. The facility is located in Tumwater, WA, and has business offices on Mercer Island. The person in this position will balance their time between generating sales leads to grow the center's business and ensuring customers have an incredible experience during their stay.

The Center's mission is to provide a welcoming, safe, and fun camp environment, steeped in the values of integrity, respect, and equitable treatment. Our natural setting, open to all, is a unique and inspiring environment that promotes a sense of community and personal growth through art, culture, sports, and environmental education.

Centrally located in Olympia, Washington – an hour south of Seattle and two hours north of Portland – the Stampfer Retreat Center can host events large and small. From 60-person family weekends to 250-person community retreats, our excellent facility and food service have won over numerous organizations. Learn more at [www.stampferretreatcenter.org](http://www.stampferretreatcenter.org).

### **Responsibilities**

- Generate appropriate sales leads for the retreat center.
- Negotiate contracts and maintain all paperwork related to retreat center business.
- Responsible for all communication with retreat center customers.
- Ensure exceptional customer service for all customers before, during, and after their time at the retreat center.
- Maintain and, where possible, grow the relationship with the existing book of customers;
- In consultation with the Retreat Center Committee, write and implement a business plan for the retreat center.
- Other duties and responsibilities as assigned.

### **Qualifications**

The successful candidate will possess the following:

- Minimum 2 years' experience in hospitality industry
- A background in sales, marketing, and business development (preferred)
- Be action-oriented, entrepreneurial, adaptable, and innovative in approach to business planning
- Excellent communication skills, both written and verbal
- Highly self-motivated, focused, resilient, goal-oriented, and results-driven



- Exceptional interpersonal skills and an ability to work collaboratively with all levels of staff, volunteers, Board members, and customers
- Ability to work in a team setting and willingness to work a flexible schedule with minimum supervision is also required
- Computer proficiency including MS Office Suite
- Knowledge of Jewish culture and/or familiarity with the Pacific Northwest Jewish community, desired

**To Apply**

This position is full-time (base salary plus commission) with benefits (health, sick, and vacation). Please submit your cover letter and resume to [jnobbe@campschechter.org](mailto:jnobbe@campschechter.org). Only those whose applications being considered will be contacted.

Camp Solomon Schechter is an equal opportunity employer and considers applicants for all positions without regard to race, color, gender, marital or veteran status, sexual orientation, age, political ideology, national or ethnic origin, disability, actual or perceived medical condition, or any other characteristic protected by applicable law.