



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

Job Title: Retail Specialist

Department: Marketing

Reports To: Director of Marketing and Development

Prepared Date: 1/21/19

Position Summary:

The Trading Post (Cho-Yeh's camp store) is a hub of excitement for our summer campers and retreat guest. We are looking for a trading post specialist to create a welcoming environment while assisting campers and guest groups. The trading post specialist reports to the Director of Marketing and Development. The specialist will start with a focus on organization and restocking with opportunities to be promoted to the Trading Post Manager taking on purchasing and supervising roles. The trading post specialist will have full access to the Waypoint Leadership Program which includes leadership curriculum, personal development classes, one on one professional coaching, community building, and outreach opportunities, with intentional and practical opportunity for spiritual growth. The trading post specialist will be an important member of Camp Cho-Yeh's team in offering guests, campers, and camper parents great service at a best in class Camp Store. This position provides a clear two-year career progression track to a supervisory position.

Essential Job Functions:

- Service campers, parents, retreat guest, staff, and others with professionalism and respect
- Establish and implement a plan to keep the trading post organized
- Keep trading post properly stocked of inventory
- Assist in overseeing the purchasing budget
- Update displays and promote merchandise that is on sale
- Effectively manage summer mail and care package delivery process
- Assemble care packages for summer campers
- Assist with training and overseeing summer trading post staff
- Pick up t-shirt and concession orders as needed
- Be an active member of leadership development classes
- The ability to live on-site Camp property
- Live in shared housing
- Work irregular and long hours
- Willing to work the majority of the time outdoors
- Able to take on-call shifts periodically
- Able to display the qualities and characteristics of the valued Cho-Yeh employee document

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.

- 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. Being vulnerable and open about personal faith journey. Ability to sign Cho-Yeh's statement of faith.
- Demonstrated ability to cultivate healthy relationships, and to maintain strong ties.
- Offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.
- Must be able to regularly work long and varied hours including weekends and some holidays.
- Must maintain a positive attitude and provide a positive environment for guest and campers.
- Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to guest and campers.
- Strong awareness and commitment to preventing, detecting, and responding to physical, emotional, or sexual abuse

EDUCATION and/or EXPERIENCE

Preferred 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 the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

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

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms; and talk or hear. The employee will regularly walk long distances. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.

EMPLOYEE BENEFITS

- On-Camp Housing
- Meals Provided when guest groups are on camp



- 401k w/ 6% match
- Health Benefits and a Health Savings Account
- Paid Time Off
- Leadership Development Classes