



## Organizational Information Sheet

Ghormley Meadow Christian Camp is a year-round youth camp and retreat center located in Naches, Washington.

### Facts about Ghormley Meadow Christian Camp

- Founded in 1939 as a ministry of First Presbyterian Church of Yakima, WA
- Ghormley is now an independent 501(c)(3) organization affiliated with Grace of Christ Church
- Located 30 miles WEST of Yakima, WA; within 3.5 hrs of Seattle, Portland, Tri-Cities, WA
- Serves 800-1,000 campers a summer and 4,000-6,000 people a year
- Operates year-round; six year-round staff, plus 40+ staff during summer months



### Who do we serve?

Over the course of the year, we serve youth and adults from a wide range of backgrounds. This includes, but is not limited to: summer campers, schools, churches (youth groups, men's retreats, women's retreats, church staff functions, etc.), businesses, family reunions, outdoor education, scrapbooking retreats, and more!

### What types of programs and services do we offer?

- **Youth Camps**
  - Traditional co-ed residential camps for students entering grades 2-13 (just graduated)
  - Waterski Camp (held on the shores of nearby Rimrock Lake)
  - Outdoor adventure camps (called LEAP! Adventure Camp)
  - HS Leadership programs (SHIFT and OVERDRIVE – a three week leadership experience)
  - Fall/Winter weekend camps for Jr. High and HS students
- **Retreats**
  - Youth/Adult Groups
  - Businesses
  - Personal Retreats for those in ministry
- **Outdoor Education**
- **Family Programming**
  - Thanksgiving Day Meal (every other year)
  - Christmas Family Weekend (called Mt. Meadow Christmas)
  - Mother/Daughter Weekend

*Our mission is to provide an exceptional camping experience in a beautiful mountain setting where lives are changed by Jesus.*



## Housekeeping Coordinator Job Description

Ghormley Meadow Christian Camp seeks a mature, Christ-like individual who is passionate about camping ministry, hospitality, and providing an exceptional experience to Ghormley's guests. This is an hourly position, averaging 25 hours per week during the school year, and with the possibility of higher hours during the busy summer months.

### Benefits provided with employment

- Limited housing provided on camp property (if needed)
- Food provided when groups are in camp
- Use of camp recreational equipment when available

### Minimum Requirements

- Ability to lift 25 pounds repeatedly and work for up to eight hours on varied terrain
- Ability to communicate effectively in English, orally and in writing, including on telephone, and in understanding and following instructions
- Valid Washington driver's license

### Characteristics of the ideal candidate

- A strong and active faith in Jesus Christ; able to lead others spiritually and emotionally
- Previous experience in a Christian Camp setting
- Previous experience in hospitality related positions
- Someone who feels called to serve in a camp ministry setting, even on a part-time basis
- Highly detailed and self-starting individual
- Must be able to routinely and efficiently manage cleaning and organization projects and deadlines, while working independently most of the time
- Must be willing to work long hours during busy times of year
- Strong customer service skills are a MUST; must be able to quickly build and maintain relationships with staff, volunteers, contracted labor, and camp vendors
- Should be proficient in using desktop and web-based applications (computer savvy) related to communication and project management platforms
- A true servant's heart; someone who anticipates needs and acts without being asked

### Position Outcomes

The ideal candidate for this position is first and foremost someone with a heart for Jesus Christ, and specifically for camping ministry. This is not a job for the faint of heart! The work is hard, and the job is not a glamorous one. However, the right person for this position will see the absolute necessity of excellence and passion in this position, and understand how their work has a direct impact on the overall experience of our guests. The ideal candidate in this position will continually strive to maintain high cleanliness and organization standards in our facilities, in a way that will communicate to our guests that we've thought of every detail and are committed to a great experience at Ghormley.

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# GHORMLEY MEADOW

Ghormley Meadow Christian Camp  
640 Lost Lake Road, Naches, WA 98937  
(509) 672-4311 · [www.ghormleymeadow.org](http://www.ghormleymeadow.org)

The ideal candidate will be a self-starter who not only consistently does a great job in regards to the tasks assigned, but routinely looks to go the extra mile and achieve a level of excellence that is far beyond what the minimum acceptable standard is in this position. The successful candidate in this position will be willing to agree to serve at Ghormley in this position for a minimum of one year.

Job Title:	Housekeeping Coordinator	Travel Required:	Infrequent; reimbursed
Department/Group:	Guest Services	Position Type:	Hourly (\$15/hr)
Location:	640 Lost Lake Road Naches, WA 98937	Date posted:	November 13, 2018
Salary:	Hourly (\$15/hr)	Posting Expires:	When position is filled
HR Contact:	Joel Whitehead – (509) 672-4311	Begin Date:	Late December 2018
<b>Applications Accepted By</b>			
ONLINE: <a href="#">APPLY HERE</a>	<p><b>Step 1:</b> Submit job inquiry letter and resume to: <a href="mailto:joel@ghormleymeadow.org">joel@ghormleymeadow.org</a>  <b>Step 2:</b> Apply online by following link at left</p> <p>Once application is submitted, you will be contacted with notification of whether initial Skype/In Person interview will be granted.</p>		
<b>Job Description</b>			
<p><b>ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES</b></p> <p>Below are the essential functions of the Housekeeping Coordinator position. Please note that this is NOT intended to be a complete and exhaustive list of all possible duties, rather, a representation of likely responsibilities on a day-to-day basis throughout the year.</p> <ul style="list-style-type: none"> <li>• Routine cleaning of all guest buildings and guest facilities</li> <li>• Routine laundry for housekeeping needs</li> <li>• Supervise staff assigned to your area</li> <li>• Supervise summer time cleaning of our facilities</li> <li>• Keep housekeeping inventory current</li> <li>• Order cleaning supplies as needed</li> <li>• Keep housekeeping manual and documents updated</li> <li>• Work with main office regarding lost and found items</li> <li>• Undertake routine, and annual deep cleaning projects</li> <li>• Pursue excellence in regards to guest experience on our grounds and in our facilities</li> </ul> <p><b>Further details about the nature of this position will be given in individual correspondence with applicants.</b></p>			

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