



Position Summary:

The Guest Experience Coordinator is the primary contact for all guests utilizing the Camp Loughridge property for weddings, events, parties, and retreats. This role is the face of our organization to the wedding and event industries and partners with vendors in the Tulsa market to provide unique experiences on our 180-acre property. This role works with the Development Director to deliver on our mission to provide Christian growth and spiritual renewal in a rustic, natural environment.

ESSENTIAL FUNCTIONS:

- Ensure the events, weddings and retreats we host align to the Camp Mission and Values
- Accountable for showing facilities, scheduling tours, building event cost estimates, purchase orders, and contracts.
- Scheduling and managing host personnel, facility cleaning, and 3rd party event vendors (catering, etc...)
- Help with general office tasks. This may include answering phones, assisting with camper communication, assisting with scheduling, and other office tasks as assigned.
- Ability to be flexible and adaptable; ability to work in a fast-paced environment and take initiative.
- Maintain strict confidentiality with regards to financial accounts, guest and staff personally identifiable information, access to camp records and any restricted access software or web services.
- Administer website and social media updates for content and pricing as needed.
- Implement all safety measures and enforce all rules and regulations in accordance with the ACA, CCCA, and Camp Loughridge standards.
- Frequent weekend responsibilities for reservations as requested and pre-planned.

Successful candidates will possess:

- The ability to articulate your faith journey, giving witness to the Gospel of Jesus Christ and attached to a local, worshipping congregation.
- A firm grounding in the Christian faith, with a passion for high-quality experiences that include an understanding of weddings, events, and momentous occasions.
- 3+ years experience in hospitality, retail, customer service, or event management.
- Adept communication skills and ability to deliver information efficiently to varying audiences.
- The ability to forge connections with people across all backgrounds and generations, fostering an atmosphere of service and hospitality.
- Excellent teamwork skills with a knack for building and managing a diverse, cohesive team.
- A High School diploma; bachelor's degree or higher preferred.
- The ability to lift, push or pull ten pounds multiple times a day.