

Job Description – Retreat Coordinator

Flathead Lutheran Bible Camp, Kalispell, MT, 2025

Classification: Salaried exempt, full-time year-round community staff position;
or Sporadic if not an on-site position

Reports to: Program Director



Mission statement: To experience Christ’s grace through meaningful relationships, shared adventures and purposeful service.

This Job Description shall govern in accordance with the employee’s individual employment agreement and the Flathead Lutheran Bible Camp Employee Handbook.

About our Ministry

Flathead Lutheran Bible Camp (FLBC) seeks to call a full-time Retreat Coordinator to serve, sustain and strengthen the ministry the Camp offers. FLBC is a year-round ministry, with a focus on summer youth camping in its lakeside residential camp, in congregational day-camping and retreats, and in wilderness off-site programs. Other programs include summer adult and family camps, year-round retreats for all ages, Environmental Education, FLBC-sponsored retreats, and congregational assistance in outreach and programming.

Flathead Lutheran Bible Camp, which began in 1943, is owned by 55 Lutheran congregations in Western Montana and is a partner with these congregations, supporting their ministry of faith formation and outreach. FLBC is also a destination program for congregations from around the country, providing wilderness group-building and spiritual growth programs in Western Montana. FLBC is committed to working with groups to make their faith-focused retreat/event/trip experience productive and beneficial for the group. FLBC serves 7,000 people in its year-round ministry.

Flathead Lutheran Bible Camp

The Retreat Coordinators essential job functions include:

1. Coordinating closely with all groups and retreat guests, beginning prior to arrival at camp through departure, to ensure their needs and expectations are exceeded regarding retreat operations, logistics, and hospitality, which shall generally require:
 - Corresponding with retreat groups normally two weeks prior to arrival to discuss and prepare programming; (i.e., mixers, ropes, Bible Study, nature hikes, recreation, worship, set up etc.)
 - Receiving all information from the calendar and from the registrar on the group.
 - Assuring that accommodations, bathrooms, and meeting rooms are clean, warm, well-lit, set-up, seasonally safe, equipped, welcoming, and completely ready prior to arrival; including quilts washed and on beds, fires started, coffee made, and welcome signs on sleeping room, and meeting room doors, and Kiosk

- Communicating in a timely manner all special requirements, requests, program, and guest needs to relevant FLBC staff;
 - Meeting, greeting, and registering all groups and retreat guests to the facility, and orienting them in the processes of meals, schedules, recycling, safety, recreation, etc., in a timely and friendly manner;
 - Interfacing with the groups and their leaders at frequent intervals throughout their stay in the role of camp host;
 - Ensuring that meeting rooms, overnight accommodations, and bathrooms are stocked and cleaned at least twice per day while the group is at camp; and
 - Providing programming needs for the group as specified by contract or as the need arises, and offering to assist or lead programmed activities such as devotions, hikes, worship, etc.
 - Getting numbers, special diets and needs to Food service Coordinator on a timely basis
 - Working with the “front of the house” to see tables are set, beverage area set/clean, and helping in the kitchen, dishes etc., as time allows...always communicating with the FSD
 - Following the retreat, numbers for billing to the office, evaluation sent to leader, notes for file if the group comes again
 - Planning schedule for and supervising staff
2. Fostering a Christ-centered and environmentally responsible retreat atmosphere.
 3. Ensuring retreats are conducted in accordance with the ministry’s policies, procedures, and best practices, as determined by the Board of Directors.
 4. Assisting with marketing camp/retreats in congregations, schools, and other venues through speaking, writing
 5. Working in areas of office, fund raising, marketing
 6. Working with the Program and Wilderness/EE Directors, on specific FLBC sponsored retreats, environmental education, events, summer programming, tours, Outreach and other programs of the camp, as needed.
 7. Exhibiting professionalism, cordiality, and excellent communication skills at all times.
 8. Cooperating with, instructing, taking instruction from, and displaying congeniality toward management, coworkers, volunteers, campers, guests, prospective patrons, and the community at large.
 9. Complying with all employment policies and procedures, including the Flathead Lutheran Bible Camp Employee Handbook.

Required Qualifications, Skills, and Knowledge

- Minimum of a high school diploma or the equivalent is required.
- Must successfully pass a background check to FLBC’s satisfaction.
- Must possess the ability to work independently, alone, and with minimal supervision.
- Must be highly organized, with the ability to multi-task and meet necessary deadlines.

- Must possess strong computer skills, including interactive database management and Word (mail merge and templates), Excel and other computer programs, plus website content management and social media skills.
- Proven oral and written communication skills are required.
- Must be able to lift and carry 25 to 30 lbs., and navigate a rough and natural terrain.
- Must be respectful and sensitive to Lutheran Christian theology and traditions.
- A great sense of humor is necessary!

Imk 12-15-2022