

Innkeeper (\$3796)

Desired Qualifications:

- Minimum 21 years old
- Proficiency in Microsoft Excel
- Computer literacy
- Goal oriented & organized
- Self-motivated
- Ability to work a part of a team
- Attention to detail
- Ability to solve problems quickly and confidently
- Effective time management skills
- Creativity with sales and promotion
- Till operations

Responsible to: Program Director

General Responsibilities:

The Innkeeper is responsible for the running and management of the store. The position includes overseeing daily store operations as well as a number of administrative duties and financial tasks.

Specific Duties:

Supervising and assisting in daily store operations

- Till transactions
- Credit Card transactions
- Camper deposits
- Stock inventory
- Maintaining a welcoming, tidy and professional atmosphere
- Daily cash-outs
- Weekly camper pay-outs

Communications

- Liaising with North Vancouver office in regards to:
 - Camper pre-order t-shirts
 - Financial arrangements and budgeting
- Speaking with parents to take mid-week camper deposits and orders
- Working closely and effectively with the Program Team to schedule appropriate yet maximized hours of operation
- Liaising with supplier representatives
- Maintaining a good partnership with Yeoman (Island office administrator)

Administration

- Camper account spreadsheets
- Staff account deposits and withdrawals
- Daily and weekly sales reports
- Ordering merchandise
- Compilation and distribution of camper pre-order t-shirts
- Till programming
- Creating multiple spreadsheets and forms

The Mariner's Inn has the capacity to generate a significant part of the yearly Program Budget, if run efficiently, creatively and competently. The Innkeeper should have the skills required to approach this with confidence and professionalism. A hard working attitude is essential.

The Innkeeper will actively pursue the ministry of the camp through the application of Biblical principles in his/her leadership of and personal relationships with the staff and campers.