



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

The Groups and Guests Coordinator plays a critical role in providing hospitality, cultural learning and service opportunities for the groups, guests, and volunteers who come to Rehoboth. Each year hundreds of guests come onto our campus. We realize the importance of creating a meaningful and memorable experience for each of these guests, and the outcomes that often include faithful support to Rehoboth through generous giving, continued volunteering, and prayer.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

Bob Jppel

Executive Director
Rehoboth Christian School



POSITION DESCRIPTION

Groups and Guests Coordinator

Purpose: The Groups and Guests Coordinator provides an inviting and educational environment for visitors, guests, and volunteers; recruits, schedules and makes the most appropriate and efficient use of volunteers. This position also serves to provide event coordination for advancement and campus programs.

Reports To: Director of Advancement

Supervises:

Housekeeper
Volunteers

Signed Letter of Employment: Employed on a 12 month contract, 40 hours/week, with salary/wage and benefits as approved by the Executive Director.

Qualifications:

1. Gifted in Hospitality; able to provide a welcoming environment for all campus visitors.
2. Excellent organizational skills; able to arrange itineraries for guests, respond and communicate in a timely manner, plan and manage events and lodging details.
3. Personable; able to communicate well to guests, visitors, and volunteers.
4. Ability to supervise Volunteers and Housekeeping staff.
5. Ability to work effectively, both independently and in a collaborative team environment.
6. Have flexibility for the work week schedule, with expected regular responsibilities on evenings and weekends.
7. Love for and sensitivity to Native American culture and history.
8. Ability to work with the Google Suite and database software to keep accurate data on any and all visitors, volunteers, and groups.
9. Excellent written and verbal skills.
10. Evidence of a Christian commitment and testimony, a commitment to Christian education and the mission of Rehoboth Christian School.

Responsibilities:

1. Participate in the daily activities of the Advancement Team and Administration building, including pertinent meetings and events.
2. Manage daily and weekly time schedules, and demonstrate punctuality in relation to meetings, appointments, and project deadlines.
3. Provide Guests, Groups & Visitors with generous hospitality—from greeting them to providing tours, lodging & rental options, housekeeping needs, and administration.
4. Serve as the building manager for all lodging facilities, including hiring and managing housekeeping staff.
5. Coordinate the experiences of all Volunteers and Destination Rehoboth Groups including all educational, cultural, and service experiences.
6. Collaborate with directors, managers, and principals to identify volunteering opportunities; present those opportunities through advancement communications platforms and media.
7. Reach out to local ministries and churches to build relationships and create opportunities for off site service and learning for guests and groups.
8. Create a marketing and recruitment plan with the goal of annually expanding the number of groups, volunteers and guests, including possible conference opportunities, and carry out the plan with advancement team assistance.
9. Provide lead event coordination for advancement events both local (homecoming week, retirement celebrations etc.) and national including band/choir tours.
10. Plan and implement all facets of the Destination Rehoboth week, including hiring appropriate staffing.
11. Maintain all records for guests, groups, and volunteers in coordination with the Database Administrator.
12. Other duties as assigned by the Director of Advancement.

March 2024