

<h2>Job Posting</h2>
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**Bay Shore Camp and Family Ministries**  
**Sebewaing, MI**

**Guest Services Assistant**

Year-round, part-time position (2)  
24 hours per week (hours may vary.)

**Essential Responsibilities**

- Provide Guest Service hospitality to those who contact Bay Shore via in person visits to the office or via phone.
- Provide registration support for Bay Shore sponsored events
- Provide Guest Hosting support as needed
- Maintain Camp Registration/Fundraising Database
- Oversee Guest Check-in/Check-outs for Bay Shore sponsored camps and events
- Accounts Receivable activities (managing receipting, billings, deposits, statements, etc.)
- Provide general office support for office operations
- Manage incoming/outgoing mail.

To express interest, email your resume to, [director@bayshorecamp.org](mailto:director@bayshorecamp.org).

Or, apply online at: <https://www.bayshorecamp.org/summer-employment/#yearround>

No phone calls, please.