



MAHAFFEY CAMP & CONFERENCE CENTER
of the Western PA District of the Christian & Missionary Alliance
Renew. Refresh. Refocus

Micah Yarger, Executive Director

Title: Office and Guest Services Manager

Employment Status: Full-time, Salaried, Non-exempt

Immediate Supervisor: Executive Director

Purpose Statement - Mahaffey Camp & Conference Center is seeking a highly organized, mission-minded leader to serve as our Office and Guest Services Manager. This role sits at the heart of camp operations, helping guests feel welcomed, keeping systems running smoothly, and supporting the ministry that happens here year-round.

If you love serving people, thrive in organized environments, and want your work to support life-changing ministry, this may be the position for you.

The Office and Guest Services Manager provides leadership for the daily operations of the camp office while serving as Executive Assistant to the Executive Director. This role combines administration, guest services, volunteer coordination, and confidential executive support. You will be a key part of ensuring that every camper, retreat guest, volunteer, and staff member experiences professionalism, warmth, and excellence.

Qualifications

- A personal relationship with Jesus Christ and a growing walk with Him.
- Agreement with the Statement of Faith of The Christian and Missionary Alliance.
- A heart for discipleship and camp ministry.
- Strong organizational and leadership skills.
- Ability to handle confidential information with discretion and professionalism.
- Faithful involvement in a local evangelical church.
- Excellent communication and multitasking abilities.

Responsibilities

- Provide administrative support to the Executive Director, including scheduling correspondence. ●
- Oversee and manage daily office operations.
- Supervise and support office volunteers and interns.
- Coordinate event registrations and maintain accurate records.
- Serve as a primary point of contact for guests via phone, email, and in-person communication. ●
- Assist in welcoming guest groups.
- Develop and improve office systems, policies, and procedures.
- Coordinate volunteers for camps and events.
- Maintain organized records and data management systems.
- Support the overall promotion and communication of camp ministries.
- Participate in ongoing training and professional development.
- Other duties as assigned.

Employee Job Descriptions: Office and Guest Services Manager 03/2026



P.O. Box 277, Mahaffey, PA, 15757 · 814.277.5544
office@mahaffeycamp.com · www.mahaffeycamp.com

