



## Wilderness Wind

2945 Hwy 169 Ely, MN 55731 218.365.5873  
- [www.wildernesswind.org](http://www.wildernesswind.org)

Job Description: **Guest group coordinator**

*Wilderness Wind's mission  
is to nurture relationships with God and creation through wilderness living which promotes  
spirituality, cooperation and environmental sustainability*

### **Basic Qualifications**

- A strong appreciation for the wilderness and the gifts it offers us in relationship to our Creator God, to ourselves and others as a part of God's creation.
- A strong faith in following the way of Jesus.
- An awareness of how our relationship to the earth affects the decisions we make.
- A basic comfort with office and people coordination with a strong bias toward organization and team communication.
- An openness to doing a wide variety of tasks, flexible in their work hours, and interested in learning new tasks.
- Honest about their limitations and strengths
- Enjoy working with others and have good communication skills

### **Primary responsibilities include:**

- 1) Lakeside guest care and scheduling  
Involves scheduling of groups, communicating (written and verbal) prior to and throughout the guest's stay, welcoming groups, cleaning and preparing cabins and bathhouse, providing information about Pine Ridge facilities and local events and attractions, being aware of building and grounds needs in conjunction with the maintenance director, and discussing canoeing day trip options with guests as interested.
- 2) Canoe trip communication
  - Answering groups' pre-trip questions, and discussing arrival and departure times, etc.
  - Working with the trip leading staff to prepare for the group's needs while they are in camp pre and post trip. This will include loading canoes, cleaning buildings and making sure buildings and tent sites are prepared.
- 4) Assisting Big City Mountaineers groups  
Welcoming groups and introducing them to camp systems. Coordinating transportation and pick up, setting up gear clean up and caring for miscellaneous tasks as needed for smooth operations.
- 5) Taking photos of each canoe group, as well as Lakeside guests and camp activities.
- 6) Miscellaneous tasks to care for group needs and camp operations.

The guest group coordinator is not occupied full-time with the primary tasks. This job description can be combined with other jobs including the kitchen assistant, maintenance assistant and the gardener position.

**Position starts in late May and goes until mid to late August (dates are flexible).**  
Call Kathy Landis at 317-217-1129 or send an email to [Kathy@wildernesswind.org](mailto:Kathy@wildernesswind.org)