

# MONTREAT CONFERENCE CENTER

## 2025 SUMMER STAFF JOB DESCRIPTIONS

Montreat Conference Center is a national conference center of the Presbyterian Church (USA). We serve people of all faiths and nationalities seeking personal growth and spiritual enrichment.

Summer Staff positions are part of the Montreat Leadership Development Program, designed to encourage teamwork among people in ministry. All Summer Staff, while having a specific job title and position, engage in one community together and represent Montreat Conference Center as a whole. This community is fostered through regular team meetings, Summer Staff-wide social events, and opportunities for worship and recreation.

**NOTE:** Minimum age requirement for summer staff positions is 18 unless stated otherwise. Summer staff housing is available only to applicants who *graduated high school by June 2024*.

The base salary for all positions is \$480/week (\$500 for most Supervisor-level positions). Please see the FAQs and other application information on the [Summer Staff page](#) on our website. Unless otherwise stated, all positions are:

- based on an AVERAGE of 40 hours a week (including some evenings and weekends as noted)
- multifaceted and involve teamwork
- subject to flexi-staffing (could be temporarily assigned another position)

Director-level positions and some Supervisor-level positions offer salaries commensurate with experience.

### **CONTRACT PERIODS** \*\*NEW IN 2025\*\*

Our full summer season is ten weeks. We understand that not every applicant can commit to a full ten-week summer. Some shorter contracts will be offered.

Please indicate on your application which contract(s) you can fulfill:

Contract A: Sunday, May 25 – Saturday, August 3 (ten weeks)

Contract B: Sunday, June 15 – Saturday, July 26 (six weeks)

**Completion bonus** (NEW!): Staff who complete the ten weeks of *Contract A* will receive one additional week of pay in their final paycheck.

### **TIME OFF**

Time off is extremely difficult to grant. If you plan to ask for more than one day off in a contract span, please do NOT indicate that you can fulfill a contract. Example: if you need to be off June 10-12, you

cannot fulfill *Contract A*. You can fulfill Contract B. On your application, indicate that you can fulfill Contract B only.

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# CLUBS AND CHILDCARE POSITIONS

## DIRECTOR FOR CLUBS

Minimum age: 25. This is an 11.5-week contract, Wednesday, May 14–Sunday, August 3. The Director for Clubs reports to the Director for Programs and works closely with the other 2 Clubs/Recreation Directors. Priority will be given to the applicant who can commit to Contract A. This position revolves around the planning and administration of summer Clubs and Recreation programs with a particular focus on K-12. Responsibilities include orientation and continued training of Clubs staff, including Clubs staff on *Contract A* or *Contract B* (see above); determining daily assignments for Clubs Rovers, including *Fun and Games* program during Worship and Music Conference; supervising, disciplining, evaluating, and nurturing Clubs staff; and working with other two directors to ensure success of Clubs, Childcare, and Recreation programs.

Rapport with parents, organization, conflict resolution, community building, and experience in early childhood education is essential for this position. In addition, a valid driver’s license and acceptable driving record are required, and previous supervisory experience in Clubs is preferred. This position requires more than 40 hours during some weeks. Each Director will be part of an "on-call" evening and weekend rotation. Salary commensurate with experience and skill level.

## DIRECTOR FOR RECREATION & COMMUNITY LIFE

Minimum age: 25. This is an 11.5-week contract, Wednesday, May 14–Sunday, August 4. The Director for Rec and Community Life reports to the Director for Programs and works closely with the other 2 Directors. Priority will be given to the applicant who can commit to Contract A. Responsibilities include orienting, training, supervising, disciplining, and nurturing Rec staff; supervising public recreation sites, including the pool, lake/boats, tennis, youth center, and Robert Lake Park; meeting weekly with the Resident Advisors to evaluate and address community life issues for staff, and coordinate staff

community activities; working closely with the Ministry Team to coordinate needs and activities for staff in off-work hours; working with other two Directors to ensure proper rover-staffing of Clubs, Childcare, and Recreation programs.

Organization, conflict resolution, community building, and experience in Christian education, pastoral care, and recreation is essential for this position. In addition, a valid driver's license and acceptable driving record are required, and previous supervisory experience in Clubs is preferred. Lifeguard certification is also desired. This position requires more than 40 hours during some weeks. Each Director will be part of an "on-call" evening and weekend rotation. Salary commensurate with experience and skill level.

## **DIRECTOR FOR YOUNG CHILDREN**

Minimum age: 25. This is an 11.5-week contract, Wednesday, May 14–Monday, August 4. The Director for Young Children reports to the Director for Programs and works closely with the other 2 Directors. Priority will be given to the applicant who can commit to Contract A. This position revolves around the planning and administration of summer Clubs and Recreation programs with a particular focus on Childcare, Pre-Clubs, and Lunch Bunch. Responsibilities include orientation and training of Childcare and Pre-Clubs staff; scheduling and supervision of Childcare Supervisors' rotations; supervision, discipline, and nurturing care for all personnel in these programs; and collaboration with the two other Directors on overall administration of Clubs, Childcare and Recreation programs.

Rapport with parents, organization, conflict resolution, community building, and experience in early childhood education is essential for this position. In addition, a valid driver's license and acceptable driving record are required, and previous supervisory experience in Clubs is preferred. This position requires more than 40 hours during some weeks. Each Director will be part of an "on-call" evening and weekend rotation. Salary commensurate with experience and skill level.

## **ASSISTANT DIRECTOR FOR CLUBS & RECREATION**

Minimum age: 21. This is an 11.5-week contract, Wednesday, May 14–Sunday, August 3. The Assistant Director reports to the Director for Clubs but works closely with all 3 Directors. Responsibilities include inventorying, purchasing, and organizing supplies for all Clubs, Pre-Clubs, and Childcare groups; managing supply requests, budgeting, purchasing, and other general office/paperwork; monitoring and communicating Clubs Supervisors' weekly Clubs schedules.

Organization, communication, and flexibility are essential for this position. In addition, a valid driver's license and acceptable driving record are required, and previous supervisory experience in Clubs is preferred. Some weekend and evening hours required, and might require on-site supervision of Clubs 3-day camping trips. Salary commensurate with experience and skill level.

## **CHILDCARE SUPERVISORS**

Minimum age: 25. \$18/hour. This is a 10.5-week contract. Wednesday, May 21-Sunday, August 3. Childcare Supervisors report to the Director for Young Children. Responsibilities include planning and leading daytime, evening, and some weekend programs for children in ChildCare; working with the Director to make sure all shifts are covered; maintaining facilities and equipment; and scheduling and supervising the Childcare Assistants.

Rapport with parents, creativity, flexibility, organization, and early childhood education experience are essential. Some midday, evening and weekend work required. The Program Department will pay for supervisors' children to attend Clubs for free.

## **EVENING & WEEKEND CHILDCARE SUPERVISOR**

Minimum age: 25. This is a 10-week part-time contract, Sunday, June 1–Friday, August 3 (Check-in date is May 25). Evening and Weekend Childcare Supervisor reports to the Director for Young Children. Responsibilities include managing evening and weekend Childcare for conferences and the Sunday worship series; working with the Director to make sure all shifts are covered; and scheduling and supervising the Evening and Weekend Childcare Assistants. If candidates are available for daytime shifts, this position will be absorbed into “ChildCare Supervisors” and work with the other CC Supers as listed above.

Rapport with parents, creativity, flexibility, organization, and early childhood education experience are essential.

## **CHILDCARE ASSISTANTS/ROVERS**

Childcare Assistants report to the Daytime and Evening Childcare Supervisors. Responsibilities include caring for children 2-3 years old; working with supervisors to plan and lead activities; and maintaining facilities and equipment. Energy, patience, and enthusiasm for young children are essential.

This is a great position for early childhood education majors. Some midday, evening and weekend work required.

## **EVENING & WEEKEND CHILDCARE ASSISTANTS**

This is an hourly position for 10hrs/week and \$13.50 an hour. Starting on May 25 or June 15. Evening and Weekend Childcare Assistants report to the Daytime and Evening Childcare Supervisors. Responsibilities include caring for children up through second grade. Education and experience in early childhood education desired.

This is a great position for early childhood education majors or year-round teachers who need a little extra money!

## **CLUBS PROGRAM SUPERVISORS**

Minimum age:19 (Minimum age for Junior High and Senior High Supervisors: 21 or completed third year college). This is a 10.5-week contract, Wednesday, May 21–Sunday, August 3. Clubs Supervisors report to the Director for Clubs. Clubs Supervisors are strongly encouraged to take *Contract A* (priority will be given to applicants who can do a full summer). Each Clubs Supervisor will be responsible for an individual age group of the Clubs Program, from Kindies through Senior High (see age groups on application form). Responsibilities include planning and leading activities for your Clubs age group; training and supervising your Clubs Counselors; maintaining facilities and equipment; weekly planning meetings with Counselors; and engaging children in faith formation appropriate to their age.

Candidates must have swimming skills sufficient to supervise children in water. Supervisors with older age groups will participate in a 3-day hiking trip and should have adequate outdoor camping skills. Creativity, energy, flexibility, rapport with parents, and previous experience working with kids are essential. Preference will be given to candidates with experience as Clubs Staff. Some midday, evening and weekend work is required, and programs for third graders and up include lock-ins and/or 3-day camp outs. Salary commensurate with experience and skill level.

## **PRE-CLUBS PROGRAM SUPERVISORS**

Minimum age: 19. This is a 10.5-week contract, Wednesday, May 21–Sunday, August 3. Pre-Clubs Program Supervisors report to the Director for Young Children. Pre-Clubs Supervisors are strongly encouraged to take *Contract A* (priority will be given to applicants who can do a full summer). This position focuses either on Pre-Clubs Red (4-year-olds) or Pre-Clubs Blue (5-year-olds). Responsibilities include planning and leading activities for your Pre-Clubs age group; training and supervising your Pre-Clubs Counselors; maintaining facilities and equipment; weekly planning meetings with Counselors; and engaging young children in faith formation appropriate to their age. Candidates must have swimming skills sufficient to supervise children in water.

Rapport with parents, patience, creativity, flexibility, and experience in Clubs or early childhood education are essential. Some midday, evening and weekend work required. Salary commensurate with experience and skill level.

## **CLUBS COUNSELORS**

Minimum age: 18 and graduated high school by June 2024 (Minimum age for Junior and Senior High counselors: 21 or completed third year of college). Counselors report to their Clubs Group Supervisor and the Director for Clubs. Responsibilities include working with your Supervisor to plan and lead activities; maintaining facilities and equipment; and engaging participants in faith formation appropriate to their age. Counselors must be willing to participate fully in active games! Previous experience working with children or youth is preferred.

Counselors must also have swimming skills sufficient to supervise children in water, and lifeguard training is desired. Counselors with older age groups will participate in a 3-day hiking trip and should have adequate outdoor camping skills. Creativity, energy, and flexibility are essential. Some midday,

evening and weekend work is required, and programs for third graders and up include occasional overnights and or campouts.

## **PRE-CLUBS COUNSELORS**

Minimum age: 18 and graduated high school by June 2024. Pre-Clubs Counselors report to their Pre-Clubs Group Supervisor and the Director for Young Children. Responsibilities include working with your Supervisor to plan and lead activities; maintaining facilities and equipment; and engaging participants in faith formation appropriate to their age.

Candidates must demonstrate patience, enthusiasm, flexibility, creativity, and have swimming skills sufficient to supervise children in water. Lifeguard training and experience in early childhood education is desired, though not required. Some midday, evening and weekend work required.

## **PRE-CLUBS/CHILDCARE ROVER**

Minimum age: 18 and graduated high school by June 2024. This is a 6-week contract, Wednesday, June 14–Saturday, July 29. Pre-clubs/Childcare Rovers report to their Group supervisor and the Director for Young Children. This position involves rotating as a Counselor between the Pre-Clubs and Childcare groups. Responsibilities include working with your Supervisor to plan and lead activities; maintaining facilities and equipment; and engaging participants in faith formation appropriate to their age.

Candidates must demonstrate patience, enthusiasm, flexibility, creativity, and have swimming skills sufficient to supervise children in water. Some midday, evening and weekend work required.

# **SPECIALIZED CLUBS & RECREATION SERVICES**

## **CLUBS AND RECREATION ROVERS**

Minimum age: 18 and graduated high school by June 2024. Positions will be hired for 3-6 consecutive weeks between Wednesday, June 14 and Saturday, July 27. Applicants should be specific about availability on their applications. Rovers report to their Group Supervisor and the Director for Clubs. This position involves rotating as a Clubs Counselor, Childcare Rover, or Recreation Support (see descriptions above) as needed. During certain conferences, Rovers plan and lead children's recreation programs. People-skills, kid-skills, creativity, and flexibility are essential. Some midday, evening, and weekend work required.

## **MUSIC INSTRUCTOR / ROVER**

Minimum age: 18 and graduated high school by June 2024. The Music Instructor reports to the Direct for Clubs. Responsibilities include planning and leading a weekly music program for Clubs, including camp songs, novelty dances and energizers. This position also involves rotating as a Clubs Counselor,

Childcare Rover, or Recreation Support (see descriptions above) as needed. Music experience, creativity, flexibility, and kid-skills essential.

## **ENVIRONMENTAL EDUCATION INSTRUCTOR**

Minimum age: 18 and graduated high school by June 2024. The Environmental Ed Instructor reports to the Director for Clubs. Responsibilities include planning and leading environmental/outdoor education programs for Clubs and Pre-Clubs groups (4-year-olds – sixth graders) based on a weekly schedule. This position also involves rotating as a Clubs Counselor, Childcare Rover, or Recreation Support (see descriptions above) as needed. Teaching experience, trail knowledge, hiking, camping, environmental studies experience, creativity, flexibility, and kid-skills are essential.

## **SPECIAL NEEDS SUPERVISOR**

Minimum age: 21. This is a 10.5-week contract, Wednesday, May 24–Sunday, August 3. The Special Needs Supervisor reports to the Director for Clubs. The Special Needs Supervisor is strongly encouraged to take *Contract A* (priority will be given to the applicant who can do a full summer). Responsibilities include enabling children with special needs in Clubs by supporting and researching their particular needs and working with counselors to help the children participate. This may include meeting with parents and communicating needs to and educating other Clubs staff. This position also involves rotating as a Clubs Counselor or Childcare Rover (see descriptions above) as needed.

Rapport with parents, organization, conflict resolution, community building, and experience in early childhood education are essential for this position. Special Education experience required. Some evening and weekend work required. Salary commensurate with experience and skill level.

## **SPECIAL NEEDS COUNSELOR / ROVER**

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract, Sunday, May 25–Sunday, August 3.~~ Special Needs Counselors report to the Special Needs Supervisor. Responsibilities include enabling children with special needs in Clubs by understanding and supporting their particular needs and working with counselors to help the children participate. This position also involves rotating as a Clubs Counselor or Childcare Rover (see descriptions above) as needed. Special Education experience required. Some evening and weekend work required.

## **CLUBS CRAFTS SUPERVISOR**

Minimum age: 18 and graduated high school by June 2024. This is a 10.5-week contract, Wednesday, May 24 – Sunday, August 3. The Clubs Crafts Supervisor reports to the Director for Clubs. Clubs' Crafts Supervisor is strongly encouraged to take *Contract A* (priority will be given to the applicant who can do a full summer). Responsibilities include leading regular Clubs craft activities; working with the Clubs staff to plan and implement a craft program for children and youth; weekly planning meetings with the Clubs Craft Instructor; and maintaining facilities and inventorying supplies.

Experience in arts education and ministry for young people, patience, creativity, flexibility, and nature skills essential for this position. Some midday, evening, and possible weekend work is required. Salary commensurate with experience and skill level.

## **CLUBS CRAFTS INSTRUCTOR**

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10.5-week contract, Wednesday, May 24 – Sunday, August 3.~~ Responsibilities include planning and executing a craft program for children and youth in the Clubs program; shopping for Clubs craft supplies within the allotted budget; and weekly planning meetings with Clubs Craft Supervisor. Ability to work with children, prior teaching experience in arts/crafts, creativity, and flexibility are essential. Some midday, evening and possible weekend work required.

# **RECREATION POSITIONS**

## **WATERFRONT SUPERVISOR**

Minimum age: 21. This is a 10.5-week contract, Wednesday, May 24 – Sunday, August 3. The waterfront supervisor reports to the Director for Recreation and Community Life. Waterfront Supervisor is strongly encouraged to take *Contract A* (priority will be given to the applicant who can do a full summer). Responsibilities include coordinating and supervising waterfront staff at the swimming pool and Lake Susan; checking fishing permits and catches; and maintaining all waterfront areas and equipment. This position requires an American Red Cross Lifeguard Certification, and First Aid with CPR for Professional Rescuer certification. Water Safety Instructor Certification and Lifeguard Management training preferred. Weekend work required. Salary commensurate with experience and skill level.

## **WATERFRONT LIFEGUARDS**

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract, Sunday, May 25 – Sunday, August 3.~~ Lifeguards report to the Director for Recreation and Community Life. Responsibilities include supervising the swimming pool and Lake Susan; regulating fishing and permits; and maintaining pool facilities and lake equipment. American Red Cross Lifeguard Certificate, First Aid with CPR for Professional Rescuer, and a familiarity with water safety and sports is required. MRA will cover the cost of completed lifeguard certification up to \$225. Weekend work required.

## **LEAD RANGER**

Minimum age: 20. This is an 11-week contract, Monday, May 21–Sunday, August 3. The Lead Ranger reports to the Wilderness Director. Lead Ranger is strongly encouraged to take *Contract A* (priority will be given to the applicant who can do a full summer). Responsibilities include supervision and training of Wilderness Rangers in absence of Wilderness Director; trail management including planning and executing trail maintenance and construction; executing and promoting public hikes; equipment



maintenance; wilderness service projects and educational programming. Ample camping experience is a must, and preference may be given to those with current certifications in Wilderness First Aid (WFA) or Wilderness First Responder (WFR). Hiking trail maintenance, nature study experience and effective communication and leadership skills required. May involve more than 40 hours some weeks, including weekend work. Salary commensurate with experience and skill level.

## **WILDERNESS RANGERS**

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10.5-week contract, Wednesday, May 24–Sunday, August 3.~~ Wilderness Rangers report to the Wilderness Director. Responsibilities include maintenance of wilderness trails, leading public wilderness hikes, monitoring wilderness use in accordance with the Conference Center Conservation plan, assisting waterfront staff with regulation of fishing in the lake and streams, and assisting with wilderness education programs. This position requires good physical fitness and stamina. Rangers are regularly expected to carry significant loads up mountain trails and to use heavy hand tools. Hiking and nature study experience are preferred, and preference may be given to those with current certifications in Wilderness First Aid (WFA) or Wilderness First Responder (WFR). May involve more than 40 hours some weeks. Rangers are expected to arrive with all necessary personal gear.

## **CLUBS WILDERNESS RANGER**

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10.5-week contract, Wednesday, May 24–Sunday, August 3.~~ The Clubs Ranger reports to the Wilderness Director and Clubs Supervisor. Responsibilities will involve all the work listed in the Wilderness Ranger description. In addition, this position includes regular weekly instructional hours with Clubs groups, leading and teaching basic outdoor skills (hiking, orienteering, fire building, camp safety, etc) in a fun and meaningful way; ensuring safe and fun 3-Day camping trips for the Clubs program; maintaining camping gear during the summer; and assisting the rest of the ranger team as needed. For this position, experience working with children ages 10-18 is required, and prior Clubs experience is beneficial. Will involve more than 40 hours some weeks. Salary commensurate with experience and skill level.

## **YOUTH CENTER & PARK SUPERVISOR**

Minimum age: 21. This is a 10.5-week contract, ~~Wednesday, May 24–Sunday, August 3.~~ The Youth Center Supervisor reports to the Director for Rec and Community Life. Responsibilities include maintenance, cleanliness, and supervision of the Youth Center and Robert Lake Park; planning and supervising daily activities in the Youth Center with Sr. High Supervisors, Jr. High Supervisors, and Tennis Instructors; overseeing fee collection for tennis and equipment. Weekend work required. Salary commensurate with experience and skill level.

## **TENNIS INSTRUCTOR/YOUTH CENTER ASSISTANT**

Minimum age: 20. ~~This is a 10-week contract, Sunday, May 25–Sunday, August 3.~~ The Tennis Instructors report to the Youth Center Supervisor. Responsibilities include providing tennis instruction; planning and

implementing tennis events with other tennis instructors; answering the telephone, making court reservations, collecting fees, and helping supervise the Youth Center; and maintaining decor and cleanliness in the Youth Center, tennis courts, bathrooms, and Robert Lake Park. Weekend work required.

## **SALLY JONES POTTERY**

### **ARTS ADMINISTRATOR**

Minimum age: 25. This is an 11-week contract - Monday, May 20–Sunday, August 3. This position is responsible to the Director of Arts Ministry. Applicants for this position are strongly encouraged to take *Contract A* (priority will be given to the applicant who can do a full summer). Responsibilities include administration and management of class registration via *This Week in Montreat* (“TWIM”), weekly release of the Square app, management of the Artists’ House, and auction preparation. Knowledge of Google Sheets and Documents is an integral part of this position. The Arts Administrator also manages budget and fiscal aspects of the Sally Jones Pottery/Currie Craft Center, with the Director of Arts Ministries. Required presence at the 4th of July Silent Auction (including July 3 setup) in addition to weekly M-F shifts. Salary commensurate with experience and skill level.

### **ASSISTANT ARTS ADMINISTRATOR**

Minimum age: 19. This is a 10-week contract: Sunday, May 25–Sunday, August 3. This position is responsible to the Director of Arts Ministry, working closely with the Arts Administrator. Must have prior knowledge of the Square app, including back office set up, design, and posting class descriptions and pictures. Square app classes will be released each Friday morning. The Assistant Arts Administrator will assist/teach hand building classes 2 days/week (Monday and Tuesday), spending the remainder of each week working on Square and class registration. Required presence at the 4th of July Silent Auction (including July 3 setup), in addition to weekly M-F shifts. Salary commensurate with experience and skill level.

### **POTTERY STAFF**

Minimum age: 19. ~~This is a 4 to 10-week contract - Sunday, May 25–Sunday, August 3.~~ This position is responsible to the Director of Arts Ministry. Pottery knowledge, expertise and interest in “all things clay!” are mandatory for this position. You will be working with people aged 12 and up, teaching beginners to advanced potters. Primary responsibilities include teaching throwing and/or hand building classes, planning, and preparing for upcoming classes, loading kilns, pugging clay, rolling slabs, setting up glazes, and maintaining pottery studio. This position makes a great internship in ceramics. Required presence at the 4th of July Silent Auction (including July 3 setup), in addition to weekly M-F shifts.

# OFFICE

## CLUBS REGISTRAR

Minimum age: 21. This is a 10-week contract, Sunday, May 25 – Sunday, August 3. The Clubs Registrar reports to the Director for Programs. Responsibilities include handling daily enrollment in our Club's program, including handling registration issues with parents and gently enforcing registration policies. This position also manages day-to-day office duties such as data entry, phone handling, and customer service, and errands as needed. Knowledge of Microsoft Excel, customer service, and finance are necessary for this position. Sunday afternoon, and some Sunday evening work may be required. Hours and hybrid work negotiability are available for candidates over the age of 25.

## PROGRAM OFFICE ASSISTANT

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract.~~ The office assistant reports to the Youth Conference Administrator. Responsibilities include computer database entry, editing and copy editing, customer service, some photocopying, running errands related to conferences, and other office duties. Candidates must be self-motivated and task-oriented with exceptional people skills. Previous office experience is helpful and basic computer skills are required. Some weekend hours may be necessary.

## DEVELOPMENT INTERN

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract, Sunday, May 25 – Sunday, August 3.~~ The development intern reports to the Director of Donor Engagement, and this position offers the opportunity to work directly within our development team. Duties will be focused on assisting the Director of Donor Engagement to manage events and activities to build community and cultivate donors during our busy summer season. Additional duties may include content creation for summer social media posts specific to the work of the development office and working on targeted development office projects. This job requires someone who is extremely comfortable interacting with various Montreat constituent groups by email, telephone and in person. The individual in this role *must exercise discretion* when dealing with sensitive issues and information.

Qualified candidates will possess effective written and verbal communication skills, good organizational skills and be proficient in Microsoft Office programs (Word, Excel, Etc.) *Desirable but not required:* Familiarity with Raiser's Edge, also experience with photography OR the desire to learn. If relevant, in addition to your application please submit a portfolio of 5-10 photographic images to [mtsloan@montreat.org](mailto:mtsloan@montreat.org).

An understanding of Montreat Conference Center's programs and an interest in our ministry and mission is critical. VALID DRIVERS LICENSE AND ACCEPTABLE DRIVING RECORD REQUIRED. Having your own means of transportation is a plus. *This position offers a wide array of resume-building duties and*

*experiences for anyone interested in the fields of development or fundraising. This is a regular M-F position with occasional evening and weekend work as events require.*

## MARKETING ASSISTANT

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract, Sunday, May 25 – Sunday, August 3.~~ Suitable for those with areas of interest/majors may include art & design, videography, photography, or writing. The marketing assistant reports to the Creative Services Manager. Responsibilities include photo and video coverage of summer events; production of This Week in Montreat, a weekly summer newsletter for the Montreat community and guests; designing various print and digital marketing materials; creating content for social media, video production, or other creative projects as assigned. The ability to meet deadlines, work independently and in groups, and communicate effectively are essential in this position. This position also must have a valid driver's license and acceptable driving record. The marketing assistant must have experience in word processing and desktop publishing programs (Office Suite, InDesign, Photoshop, etc.), knowledge of website management (WordPress), and photography and video experience OR the ability to learn. **In addition to your application, please submit a portfolio of relevant work to [celestec@montreat.org](mailto:celestec@montreat.org). Portfolio may include photographs, writing samples, social media posts, graphic designs, or videography.** **Note that your application will not be complete until you have submitted both the online application and portfolio.** This position requires occasional evening and weekend work for event coverage.

## RETAIL & HOSPITALITY

### MONTREAT STORE SALES ASSOCIATE

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract, Sunday, May 25 – Sunday, August 3.~~ Montreat Store Sales Associates report to the Montreat Store Manager. Responsibilities include cashier work, stocking, cleaning, pricing, and display of merchandise. Good customer service skills and heavy lifting are essential for this position. Evening and weekend hours are sometimes required.

### HUCKLEBERRY CAFE ASSOCIATE

~~This is a 10-week contract, Sunday, May 25 – Sunday, August 3.~~ Must be able to lift 10 lbs. Must be able to stand for long periods of time. The primary function of this role is to assist in serving customers while maintaining a clean working environment in the café. The cafe associate performs duties ranging from making drinks, cooking food, serving ice cream, prep work, cleaning, re-stocking grab n go items, cashier work, and other duties related to the day-to-day functioning of the cafe. Huckleberry Associates are expected to maintain high standards of cleanliness according to North Carolina health codes and must be able to work well in cooperation with others as a team. The range of possible shift hours varies from

7:30 am – 9:30 pm, flexibility is required as the needs may change during the summer season. We all work as a team here at Montreat, the success of the café is accomplished by teamwork and is expected by every team member.

## **HUCKLEBERRY CAFE EVENING SHIFT SUPERVISOR**

This is a 10-week contract, Sunday, May 25 – Sunday, August 3. Must be able to lift 10 lbs. Must be able to stand for long periods of time. Must have food service experience to be a supervisor. The primary function of this role is to lead the evening shifts at the cafe during the summer season. You will serve as a leader in the cafe when the manager is not around, and you will ensure that all closing shift tasks are finished before each cafe associate leaves their shifts for the day. Closing the register, counting the money, and locking the cafe doors are important tasks the supervisor will do each shift; thus, must be comfortable with these tasks. The cafe supervisor performs duties ranging from making drinks, cooking food, serving ice cream, prep work, cleaning, re-stocking grab n go items, cashier work, and other duties related to the day-to-day functioning of the cafe. The Cafe Supervisor is expected to maintain high standards of cleanliness according to North Carolina health codes and must be able to work well in cooperation with others as a team.

# **CONFERENCE SERVICES POSITIONS**

## **CONFERENCE SUPPORT SUPERVISOR**

Minimum age: 18 and graduated high school by June 2024. This is a 12-week contract, Wednesday, May 24–Monday, August 14. CSS reports to the Director for Programs. Responsibilities include supervision and training of Conference Support staff; ordering supplies; serving as support person and contact for incoming conferences; processing financial paperwork; and day-to-day office management including keeping space and schedule organized, fulfilling copy and supply requests.

CSS should be organized, detail-oriented, flexible, creative, and an effective communicator. In addition, this position must bring their own laptop and must have a valid driver's license, acceptable driving record, and a vehicle on site. Requires some weekend work.

## **CONFERENCE SUPPORT**

Minimum age: 18 and graduated high school by June 2024. This is a 10-week contract, Sunday, May 25–Sunday, August 3. Conference Support reports to the Conference Support Supervisor. Responsibilities include purchasing and organization of conference supplies; communicating with a variety of Conference Planning Teams and leadership; maintaining an organized list of supply inventory, office work, and other tasks as assigned; monitoring outdoor conference events; and photocopying for summer conferences.

Organization, flexibility, teamwork, heavy lifting, and creative problem-solving are essential in this position. In addition, a valid driver's license and acceptable driving record are required for this position, and bringing a laptop is helpful though not required. Evening and weekend work is often required.

## **DATA PROJECTION TECHNICIANS**

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract, Sunday, May 25–Sunday, August 3.~~ DPTs report to the Production Coordinators. Responsibilities include working closely with Conference Planning Teams to create and run ProPresenter resources for conferences; and may include some audio-visual assistance as time allows and when directed by Production Coordinators. Experience and knowledge of ProPresenter programming preferred. A current portfolio of ProPresenter/PowerPoint presentations may be asked of you with this application. Evening and weekend work required.

## **PRODUCTION COORDINATORS**

Minimum age: 21. This is a 12-week contract, Wednesday, May 21–Tuesday, August 15. Production Coordinators report to the Production Manager. Responsibilities include: overseeing and coordinating the execution of audio-visual set-ups and theatrical productions held in Montreat Conference Center facilities, including Anderson Auditorium; scheduling, prioritizing, and communicating work assignments for the Production Crew; working closely with Conference Planning Teams to make performance and recreation events run smoothly; serving as on-site representative during the staging, rehearsal, and performance of events; staging, organizing, and maintaining performance equipment, which may include sound and lighting equipment, live streaming and camera equipment, musical instruments, data projection equipment, computer equipment, and other related inventory; and supporting production of Sunday worship services. Requirements for this position include knowledge of theater and/or public events with live audio; ability to operate, troubleshoot, and perform routine repairs on a range of audio equipment; ability to supervise and train employees; and knowledge of ProPresenter and PowerPoint programming. Previous experience on the Production Crew is highly desired.

Heavy lifting, flexibility, organization, communication, and audio-visual competency are essential in this position. In addition, a valid driver's license and acceptable driving record are required for this position in order to transport supplies in the staff vehicle. This position will require more than 40 hours during some weeks, including evening and weekend work.

## **PRODUCTION CREW**

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract, Sunday, May 25–Sunday, August 3.~~ Production Crew members report to the Production Coordinators. Responsibilities include running lighting, sound, and live stream cameras in Anderson Auditorium for conference events; working in several other conference spaces to ensure audio-visual needs; and maintaining audio-visual and theatrical equipment. Prior audio-visual, theater or production experience, as well as theatrical knowledge of lighting, multi-channel sound consoles, portable sound systems and other audio-visual

related equipment is highly preferred. Experience and knowledge of ProPresenter programming is also desired.

Heavy lifting, teamwork, flexibility, and audio-visual competency are essential in this position. In addition, a valid driver's license and acceptable driving record are required for this position in order to transport supplies in the staff vehicle. This position will require evening and weekend work.

## **FACILITIES COORDINATORS**

Minimum age: 21. This is a 12-week contract, Wednesday, May 21–Tuesday, August 15. Facilities coordinators report to the Production Manager. Responsibilities include training, supervising, and working alongside the Facilities Crew to keep facilities clean daily; ensuring that all rooms are set up and clean before and after each conference event; organizing, prioritizing, and scheduling work assignments; working with Conference Planning Teams; working periodically with the Director of Maintenance, the Guest Services Manager, and the Executive Housekeeper; and supporting Sunday worship services. Facilities coordinators are responsible for setting up and breaking down chairs and tables in meeting rooms, as well as cleaning meeting rooms, auditorium, and public restrooms. Skills required for this position include heavy lifting, organization, scheduling, flexibility, communication, and hospitality. Previous experience on the Facilities Crew is highly desired.

In addition, a valid driver's license and acceptable driving record are required for this position in order to transport supplies in the staff vehicle. This position will require more than 40 hours during some weeks, including evenings and weekends.

## **FACILITIES CREW**

Minimum age: 18 and graduated high school by June 2024. This is a 10-week contract, Sunday, May 25–Sunday, August 3. Facilities Crew members report to the Facilities Coordinators. Responsibilities include moving and set-up of tables and chairs; cleaning meeting rooms, auditorium, and public restrooms; loading and unloading conference materials like rec supplies and stage props; serving as house managers in the auditorium; and helping with security and door checks as needed. Heavy lifting, flexibility, and hospitality are essential in this position.

Previous experience working with the public is highly desired. In addition, a valid driver's license and acceptable driving record are required for this position in order to transport supplies in the staff vehicle. Evening and weekend work will also be required on facilities crew.

## **CONFERENCE RECREATION SUPPORT**

Minimum age: 18 and graduated high school by June 2024. ~~This is a 10-week contract, Sunday, May 25–Sunday, August 3.~~ Rec Support reports to the Director for Programs. A day in the life of Rec Support varies throughout the summer. During the 6 weeks of youth conference, this position will work with youth conferees in the afternoons and evenings and could be flexi-staffed to other areas in the mornings (as well as non-youth conference weeks). Skills required for this position include comfort with leading a

group; ability to "read the room" and notice group dynamics, energy levels, and participation; skills in adapting to changing circumstances; and the capacity to have five ideas in the back pocket for when a group needs an energy shift or a new activity.

# MINISTRY TEAM, RESIDENCE LIFE POSITIONS, NURSES

## MINISTRY TEAM

There is a separate Position Description and application process for summer field education for students of the M.Div., MACE and or dual degree programs in theological schools.

[Click to view the full Ministry Team job description.](#)

## RESIDENT ADVISORS

Minimum age: 21. **This is a 10.5-week contract, Wednesday, May 24 – Monday, August 5.** RAs report to the Director of Rec and Community Life. Responsibilities include helping to build community among staff residents; organizing division of labor among residents, including overseeing cleanliness of public areas; scheduling semi-regular morale-boosting activities for staff residents (in coordination with other RAs and the Ministry Team); maintaining lodge and community rules, including quiet hours; dealing with maintenance requests; purchasing lodge supplies; and generally ensuring good quality of life for lodge residents. RAs are required to live in MRA housing facilities and maintain regular hours of presence, including evening and overnight hours. The standard housing deduction for those in MRA housing will be made from your salary. Some daytime work will be required to plan and execute community-building activities! Previous experience as a Resident Advisor is desired.

## NURSES

It is required that nurses have a valid nursing license (RN) in NC or multi-state under the Nurse Licensure Compact. Minimum age: 25. Nurses report to the Director of Programs. Responsibilities include: continuously staffing the first aid station during your shift; providing conference center guests with basic first aid services and referrals to local primary or emergency care as warranted; documenting care provided; providing care to walk-in conference guests, including children in our day camp program; administering drug screens and TB testing for staff; training other staff in proper use of emergency epinephrine delivery devices; communicating information to the next nurse on shift. This position has an hourly rate of pay.