

MONTREAT CONFERENCE CENTER

2026 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.

The minimum age requirement for summer staff positions is 18 unless stated otherwise. Summer staff housing is available only to applicants who are 18+ and graduated high school by June 2025.

Most positions are salaried with a base pay of \$494/week (\$514 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 (being temporarily assigned to another position).

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

CONTRACT PERIODS

Our main summer season is ten weeks. We understand that not every applicant can commit to a full ten-week summer, so some shorter contracts will be offered. Note: some positions are required to arrive earlier or leave later than the Contract A dates. Those dates are noted in position descriptions.

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

Contract A: Sunday, May 31 – Saturday, August 8 (ten weeks)

Contract B: Sunday, June 21 – Saturday, August 1 (six weeks)

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.* For 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.

Completion Bonus: Staff who complete the full ten weeks of Contract A will receive a bonus in their final paychecks.

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CLUBS AND CHILD CARE POSITIONS

DIRECTOR FOR CLUBS

Minimum age: 25. *This is an 11.5-week contract, Wednesday, May 20 – Sunday, August 9.* 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* and *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, Child Care, and Recreation programs. The Director for Clubs reports to Director for Programs Allison Wehrung and works closely with the other two Clubs and Recreation Directors.

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 20 – Sunday, August 9.*

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, Child Care, and Recreation programs. The Director for Rec and Community Life reports to Director for Programs Allison Wehrung and works closely with the other two Directors.

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 20 – Sunday, August 9.* This position revolves around the planning and administration of summer Clubs and Recreation programs with a particular focus on Child Care and Pre-Clubs. Responsibilities include orientation and training of Child Care and Pre-Clubs staff; scheduling and supervision of Child Care 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, Child Care and Recreation programs. The Director for Young Children reports to Director for Programs Allison Wehrung and works closely with the other two Directors.

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 20 – Sunday, August 9.*

Responsibilities include inventorying, purchasing, and organizing supplies for all Clubs, Pre-Clubs, and Child Care groups; managing supply requests, budgeting, purchasing, and other general office/paperwork; monitoring and communicating Clubs Supervisors' weekly Clubs schedules; providing additional support or coverage for Clubs and Child Care groups or activities as needed. The Assistant Director reports to the Director for Clubs but works closely with all three summer Directors.

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.

DAYTIME CHILD CARE SUPERVISOR

Minimum age: 25. \$18/hour. *This is a 10.5-week contract, Wednesday, May 27 - Sunday, August 9.*

Responsibilities include planning and leading daytime programs for children in Child Care; working with the Director to make sure all shifts are covered; maintaining facilities and equipment; and scheduling and supervising the Child Care Assistants. The Child Care Supervisor reports to the Director for Young Children.

Rapport with parents, creativity, flexibility, organization, and early childhood education experience are essential. Some midday, evening and weekend work required.

PRE-CLUBS PROGRAM SUPERVISORS

Minimum age: 19. *This is a 10.5-week contract, Wednesday, May 27 – Sunday, August 9.* 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. Pre-Clubs Supervisors report to the Director for Young Children.

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

CLUBS PROGRAM SUPERVISORS

Minimum age: 19 for Kindies – Juniors groups, 21 or completed third year college for Junior High and Senior High. *This is a 10.5-week contract, Wednesday, May 27 – Sunday, August 9.* 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. Clubs Supervisors report to the Director for Clubs.

Candidates must have swimming skills sufficient to supervise children in water. Supervisors with Juniors, Junior High, and Senior High groups will participate in a 3-day hiking trip, including cooking and sleeping outside. Creativity, energy, flexibility, rapport with parents, and previous experience working with kids are essential. Preference will be given to candidates with previous experience as Clubs Staff. Some midday, evening and weekend work is required (for example, campouts for older groups and lock-ins or movie nights for younger ones).

EVENING & WEEKEND CHILD CARE SUPERVISOR

Minimum age: 25. *This is a 10-week part-time, hourly contract, Sunday, May 31 – Friday, August 7.* \$18/hour. Responsibilities include managing evening and weekend Child Care 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 Child Care Assistants. If candidates are available for daytime shifts, this position will be absorbed into “Child Care Supervisors” and work with the other supervisor(s) as listed above. The Evening and Weekend Child Care Supervisor reports to the Director for Young Children.

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

CHILD CARE ASSISTANTS

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. Child Care Assistants report to the Child Care Supervisors.

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

PRE-CLUBS COUNSELORS

Responsibilities include working with the group Supervisor to plan and lead activities; maintaining facilities and equipment; and engaging participants in faith formation appropriate to their age. Pre-Clubs Counselors report to their Pre-Clubs Group Supervisor and the Director for Young Children.

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

CLUBS COUNSELORS

Minimum age: 19 for Kindies – Juniors groups, 21 or completed third year college for Junior High and Senior High. Responsibilities include working with the group 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 report to their Clubs Group Supervisor and the Director for Clubs.

Counselors must also have swimming skills sufficient to supervise children in water. Counselors with Juniors, Junior High, and Senior High groups will participate in a 3-day camping trip, including hiking, cooking, and sleeping outside. Creativity, energy, and flexibility are essential. Some midday, evening and weekend work is required (for example, campouts for older groups and lock-ins or movie nights for younger ones).

CHILD CARE & PRE-CLUBS ROVER

This position involves rotating as a Counselor between the Pre-Clubs and Child Care 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. Pre-Clubs & Child Care Rovers report to their Group supervisor and the Director for Young Children.

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

CLUBS & RECREATION ROVER

This position involves rotating as a Clubs Counselor, Child Care Rover, or Recreation Support (see descriptions above) as needed. During certain conferences, Rovers plan and lead children's recreation programs. People skills (especially with children), creativity, and flexibility are essential. Some midday, evening, and weekend work may be required. Rovers report to their Group Supervisor and the Director for Clubs.

EVENING & WEEKEND CHILD CARE ASSISTANTS

This is a part-time hourly position. \$13.50/hour. Responsibilities include caring for children through second grade. Education and experience in early childhood education is desired. Evening and Weekend Child Care Assistants report to the Daytime and Evening Child Care Supervisors. This is a great position for early childhood education majors or year-round teachers who need a little extra money!

SPECIALIZED CHILD CARE & CLUBS POSITIONS

INDIVIDUAL CARE SUPERVISOR

Minimum age: 21. *This is a 10.5-week contract, Wednesday, May 27 – Sunday, August 9.* The Individual Care Supervisor reports to the Director for Clubs, and supervises the Individual Care Counselors. Responsibilities include enabling children with special needs in Clubs by researching and supporting their particular needs and working with counselors to help the children participate, including talking with parents and communicating needs to and educating other Clubs staff as needed. This position also involves rotating as a Clubs or Child Care Rover (see descriptions above) as needed. (Note: This position was formerly called Special Needs Counselor.)

Rapport with parents, organization, conflict resolution, community building, and experience in early childhood education are essential for this position. Special Education experience required.

CLUBS CRAFTS SUPERVISOR

This is a 10.5-week contract, Wednesday, May 24 – Sunday, August 3. The Clubs Crafts Supervisor reports to the Director for Clubs. 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. Willingness to lead occasional evening or weekend programming (such as Summer Staff craft nights) is a plus.

INDIVIDUAL CARE COUNSELOR

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 Child Care Rover (see descriptions above) as needed. Special

Education experience required. Individual Care Counselors report to the Individual Care Supervisor. (Note: This position was formerly called Special Needs Counselor.)

CLUBS CRAFTS INSTRUCTOR

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. Willingness to lead occasional evening or weekend programming (such as Summer Staff craft nights) is a plus. The Clubs Crafts Instructor reports to the Clubs Crafts Supervisor.

MUSIC INSTRUCTOR

Responsibilities include planning and leading a weekly music program for Clubs, including camp songs, novelty dances and energizers. Music experience, creativity, flexibility, and kid-skills are essential. This position also involves rotating as a Clubs Counselor, Child Care Rover, or Recreation Support (see descriptions above) as needed. The Music Instructor reports to the Director for Clubs.

ENVIRONMENTAL EDUCATION INSTRUCTOR

Responsibilities include planning and leading environmental/outdoor education programs for Clubs and Pre-Clubs groups based on a weekly schedule. Teaching experience, trail knowledge, hiking, camping, environmental studies experience, creativity, flexibility, and kid-skills are essential. This position also involves rotating as a Clubs Counselor, Child Care Rover, or Recreation Support (see descriptions above) as needed. The Environmental Ed Instructor reports to the Director for Clubs.

CLUBS 3-DAY TRIP LEADER

Minimum age: 21. **Contract B only.** Primary responsibilities include planning and implementing safe and fun 3-Day camping trips for Clubs Juniors, Junior High and Senior High groups (one trip each). In the weeks leading up to trips, 3-Day Leaders will spend time getting to know those groups and trip locations, planning trip menus and activities, and supporting other Clubs programming as needed. Preference may be given to those who have led similar trips before, or who have current certifications in Wilderness First Aid (WFA) or Wilderness First Responder (WFR). This position reports to the Director for Clubs.

RECREATION & WILDERNESS POSITIONS

LEAD RANGER

Minimum age: 20. *This is an 10.5-week contract, Wednesday, May 27 – Sunday, August 9.* 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

This is a 10.5-week contract, Wednesday, May 27 – Sunday, August 9. 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.

WATERFRONT SUPERVISOR

Minimum age: 21. *This is a 10.5-week contract, Wednesday, May 27 – Sunday, August 9.* 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 is required. Salary commensurate with experience and skill level. The Waterfront Supervisor reports to the Director for Recreation and Community Life.

WATERFRONT LIFEGUARD

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 is required. Lifeguards report to the Waterfront Supervisor and the Director for Recreation and Community Life.

YOUTH CENTER & PARK SUPERVISOR

Minimum age: 21. *This is a 10.5-week contract, Wednesday, May 27 - Sunday, August 9.* Responsibilities include maintenance, cleanliness, and supervision of the Bill Wilde Youth Center and Robert Lake Park; planning and supervising daily activities in the Youth Center with Senior High Supervisors, Junior High Supervisors, and Tennis Instructors; overseeing fee collection for activities and equipment. Weekend work is required. The Youth Center Supervisor reports to the Director for Recreation and Community Life.

TENNIS INSTRUCTOR/YOUTH CENTER ASSISTANT

Responsibilities include providing tennis instruction to Clubs groups; planning and implementing tennis events with other tennis instructors; staffing the Youth Center desk, collecting fees for activities and equipment, and helping supervise the Youth Center; and maintaining decor and cleanliness in the Youth Center, tennis courts, bathrooms, and Robert Lake Park. Weekend work is required. Tennis Instructors report to the Youth Center Supervisor.

SALLY JONES POTTERY

POTTERY DIRECTOR

This is a 15-week contract from and may include some non-summer planning. Supervise Sally Jones Pottery staff,. Responsibilities include managing staff (Arts Administrator, Assistant Arts Administrator, Pottery Staff and Operations Manager), including daily “community” (staff) meetings; working with the Arts Ministry Director to develop Artists/Potters in Residence calendar and publicity; management of running the craft center in conversation with the Arts Ministry Director; designing and teaching throwing/hand-building classes. Coordinate Saturday pottery pick-up with staff.

ARTS ADMINISTRATOR

Minimum age: 25 . *This is an 11-week contract, Sunday, May 24 – Sunday, August 9.* Coordinates and supervises the Square payment account, as well as creating class descriptions and publicity for *This Week in Montreat* (TWIM). Must have prior knowledge of data entry and the Square app, including posting all class descriptions each week. Other aspects of this job include teaching Hand Building classes, ordering supplies for studio, assisting Pottery Director with the Artists in Residence (AIR) calendar and publicity, coordinating studio management with Pottery Director and Operations Manager. This position reports to the Pottery Director.

ASSISTANT ARTS ADMINISTRATOR

Minimum age: 25. This position manages daily financial reports, coordinates Family Clay, class registration on Friday mornings, and assists Arts Administrator with TWIM, class descriptions, class photos for Square, and glaze day financial reports. Sends announcements to Community Announcements and manages publicity for Sally Jones Pottery/Currie Craft Center. The Assistant Arts Administrator also manages the Hospitality area and assists with input of auction donations, as well as helping manage the setup of the annual July 4th auction. This position may also require teaching clay classes. This position reports to the Pottery Director.

POTTERY STAFF

Minimum age: 19. Prepare for and teach hand building and/or throwing classes, set up for glaze day, load kilns, and helps with studio management. Pottery expertise and knowledge are mandatory for this position. Involves teaching people ages 12 to adult, from beginners to advanced potters. Primary responsibilities include teaching throwing and/or hand building classes, loading kilns, pugging clay, rolling slabs, maintaining, and cleaning pottery studio, and planning new classes. This position makes a great internship or directed study in ceramics. This position reports to the Pottery Director.

OPERATIONS MANAGER

This is an 11 week contract, Sunday, May 24 – Sunday, August 9. Assist hand building and throwing instructors with class preparation; coordinate setup and breakdown of outdoor tables and chairs in collaboration with other Pottery Staff, rolling slabs, putting out boards, wedging clay, keeping up with maintenance of kiln shelves, organizing and overseeing pugging clay. Glaze day prep and setup. Work with Assistant Arts Administrator on the distribution of Family Clay. Work with volunteers in-areas of studio maintenance.

OFFICE POSITIONS

DEVELOPMENT INTERN

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 helping develop content creation for summer social media posts specific to the work of the development office and collaborating on targeted development office solicitations. Opportunities exist for making outreach anniversary calls to past donors, if interested. 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. The development intern reports to the Director of Donor Engagement.

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 is a regular Monday-Friday position with occasional evening and weekend work as events require.

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 marthas@montreat.org.

This position offers a wide array of resume-building duties and experiences for anyone interested in the fields of development or fundraising.

MARKETING ASSISTANT

Contract A only. Responsibilities include photo coverage of summer events; production of [This Week in Montreat](#), including the creation of one 500-word blog post each week; and capturing content for social media. The ability to meet deadlines, work independently and in groups, and communicate effectively are essential in this position. Suitable areas of interest/majors include: art & design, photography, English, journalism, and communications.

Applicants must have a valid driver's license and an acceptable driving record. This is a regular Monday-Friday position with occasional evening and weekend work for event coverage. The Marketing Assistant reports to the Creative Services Manager.

Applicants should have experience using (or be willing to learn) word processing and desktop publishing programs (Office Suite, InDesign, Photoshop, etc.), website management software (WordPress), and basic photography skills.

In addition to your application, applicants must submit a portfolio of relevant work to celestec@montreat.org. Portfolios should include photographs taken and edited by the applicant and at least one writing sample. Note that your application will not be complete until you have submitted both the online application and portfolio.

RETAIL & HOSPITALITY

HUCKLEBERRY CAFE EVENING SHIFT SUPERVISOR

Contract A strongly preferred. 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.

HUCKLEBERRY CAFE ASSOCIATE

Contract A strongly preferred. 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.

MONTREAT STORE SALES ASSOCIATE

Contract A strongly preferred. Physically, this position requires the ability to remain in a standing position for extended periods while performing job duties. It requires the ability to move and position materials weighing up to 20 pounds. Montreat Store Sales Associates report to the Montreat Store Manager. Shifts are 9:30 AM – 5:30 PM & we are open Monday-Saturday, weekend work expected.

Sales Associates will learn to provide excellent customer service & sell merchandise – with the goal of outstanding hospitality in mind. Mastery in point-of-sale operation (Square), cash handling, stock-related tasks, & open/close procedures are expected once onboarded. Follow-through, teamwork, and a self-starter attitude are essential to this role.

To be successful in this position, the ideal candidate would already: Work well independently, communicate effectively, work well cooperatively with others, exhibit attention to detail, and be able to use critical thinking/resources to solve problems.

CONFERENCE SERVICES POSITIONS

CONFERENCE SUPPORT SUPERVISOR

This is a 12-week contract, Wednesday, May 27 – Monday, August 17. 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 reports to Director for Programs Lynne Keel.

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

Contract A only. 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. Also, bringing a laptop and having a vehicle onsite is helpful but not required. Evening and weekend work is often required.

PRODUCTION COORDINATORS

Minimum age: 21. *This is a 12-week contract, Wednesday, May 27 – Tuesday, August 17.* 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 alongside your co-coordinator; working closely with Conference Planning Teams to make performance and recreation events run smoothly; serving as on-site representative during the staging (daily/weekly meetings), 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 in conjunction with your co-coordinator; and knowledge of ProPresenter and PowerPoint programming. Previous experience on the Production Crew is highly desired.

Heavy lifting, flexibility, organization, communication, the ability to lead a crew, 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 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

Contract A only. 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. Production Crew members report to the Production Coordinators.

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 to transport supplies in the staff vehicle. This position will require evening and weekend work.

DATA PROJECTION TECHNICIANS

Contract A only. 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. DPTs report to the Production Coordinators.

FACILITIES COORDINATORS

Minimum age: 21. *This is a 12-week contract, Wednesday, May 27 – Tuesday, August 17.* 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. Facilities coordinators report to the Production Manager.

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

FACILITIES CREW

Contract A only. 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. This role also includes occasional staffing of the Front Desk of Anderson Auditorium, answering questions and supporting the conferences 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 is required.

CONFERENCE RECREATION SUPPORT

Rec Support reports to Director for Programs Lynne Keel. 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. During youth conference and non-youth-conference weeks, Rec Support may be flexi-staffed to other areas when needed.

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.

COMMUNITY LIFE POSITIONS

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 here for details and job description.](#)

RESIDENT ADVISORS

Minimum age: 21. *This is a 10.5-week contract, Wednesday, May 27 – Monday, August 10.*

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 basic lodge supplies; attending a weekly meeting with fellow RAs and the Director, 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. RAs report to the Director for Recreation & Community Life.

NURSES

Minimum age: 25. Paid at an hourly rate. It is required that nurses have a valid nursing license (RN) in NC or multi-state under the Nurse Licensure Compact. Nurses report to Director of Programs Tracy Taylor Bailey. 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. Weekend and evening work is required.