



Job Description

Position Title: Program Administrator

Effective: 9/1/2019

Reports to: Vice President for Program

Supervises: N/A

Status: Interim; 12-18 months in length; Salaried, exempt. Full-Time

Essential Functions: The primary function of this role is to support the staff of the program office, adjunct staff, and volunteers in all aspects of preparation for Montreat Youth Conferences. This includes supporting planning teams, assisting with pre-conference preparations, supporting the summer staff selection process, and administering the registration and training for the Clubs/ Child Care program.

Essential Duties:

- A. Support Youth Conference directors, planning teams, and adjunct staff:
- Work in conjunction with the Vice President of Program in developing a budget for youth conferences.
 - Oversee leadership confirmation letters and contract agreements.
 - Order youth conference supplies and track expenses.
 - Negotiate details around space usage for youth conferences.
 - Finalize all materials that are printed for youth conferences, including but not limited to the small group manual, devotion guides, signs and small group supplies.
 - Finalize recruitment and arrangements for ancillary providers to youth conferences (yoga instructors, etc.) as well as college fair, individual group back home leaders, support staff, etc.
 - Oversee communication with youth conference participants in coordination with youth conference administrator and youth conference registrar, including Back Home Packet, MyMontreat database functions, Yapp user app, etc.
 - Finalize event sheets, transmit event sheet material to summer staff at weekly meetings, and work with the production associate as a part of the chain of communication for conference services summer staff.
 - Support youth conference administration in coordination with the adjunct staff.
 - Attend and support planning team meetings for youth conferences.

B. Facilitate the summer staff selection process:

- Create and post summer staff job application.
- Oversee collection of summer staff personnel paperwork and manage payroll documentation.
- Facilitate the summer staff interviewing and selection process.
- Create and send contracts to summer staff.
- Maintain summer staff files and carry out all communication with prospective and contracted summer staff.
- With Director for Program, coordinate summer staff orientation and training.

C. Administer the Clubs and Child Care registration process:

- Revise and arrange for printing of Clubs and Child Care registration materials and confirmation information.
- Launch Clubs and Child Care registration process in accord with Development Department target dates.
- Be the primary registrar for Clubs and Child Care from registration opening (January 15) until the summer Clubs Registrar arrives in May.
- Hire, train, and supervise the summer Clubs Registrar.

D. Other duties as assigned, including:

- Support the summer worship series by being a member of the worship planning team.
- Support the Program Department as needed to staff large events, registration, etc.

Requirements:

- Minimum two years previous supervisory experience preferred. Previous experience with Montreat as a conference participant, leader, director or related staff strongly preferred.
- Vacation time not available May 15-August 15.
- Ability to work evenings and on weekends as required.
- Must display genuine interest in and compassion for the mission of Montreat Conference Center and its growth and expansion.
- Must possess openness in maintaining multi-disciplined team management practices; must possess ability to maintain/strengthen good working relationships with staff, volunteers, families and community.
- Must be knowledgeable and supportive of facility's philosophy and objectives.
- Must be flexible and welcoming to change.
- May be required to work overtime and/or rotating hours.
- Must possess good communication skills and personality conducive to public relations.
- Is pleasant, understanding and tolerant.
- Can work independently and efficiently under busy conditions with a high degree



of interruption.

- Proficiency needed in Microsoft Word, Excel, Outlook, and customization of registration software products.
- Physical requirements include standing and walking for extended periods of time; climbing stairs; hearing within normal range; ability to lift 30 pounds; at least 20/40 (corrected) vision.
- Applicants must have or be able to obtain valid NC driver's license.

Competencies:

- Ability to work well independently and meet deadlines.
- Ability to communicate effectively.
- Ability to plan and prepare for assigned tasks.
- Ability to follow directions and work cooperatively with others. Teamwork is essential.
- Exhibits attention to detail.
- The ability to learn the complexities of coordinating programs among a variety of Montreat entities.
- Demonstrated planning, administrative and troubleshooting skills.
- Creative, flexible, optimistic and energetic personality.
- Excellent oral and written communication skills, as well as the ability to interact professionally, courteously, and effectively with individuals of diverse backgrounds at all levels, required.

Employee Signature: _____Date:

Supervisor Signature: _____Date: