

MONTREAT CONFERENCE CENTER  
2020 SUMMER STAFF JOB DESCRIPTIONS

**Montreat Conference Center is one of the three national conference centers of the Presbyterian Church (USA). We serve individuals of all faiths and nationalities seeking personal growth and spiritual enrichment.**

All summer staff positions are part of the Montreat Leadership Development Program, which is designed to encourage a team approach to the ministry that takes place at the Conference Center. All Summer Staff, while having a specific job title and position, are integral to the "big picture" and overall ministry of Montreat Conference Center as we seek to serve Jesus Christ. All Summer Staff are part of regular departmental meetings, encouraging a broad understanding of the entire works and ministries of the Conference Center. All positions are based on an AVERAGE of 40 hours a week unless otherwise stated. All jobs are multifaceted and interrelated to others. Collegiate Summer Staff may be eligible to receive college credit.

QUALIFICATIONS: All positions require EITHER completion of at least one year of college by June 2020, OR high school graduation by June 2019. Minimum age requirement is 18 years unless otherwise stated. (Certain jobs may be filled after the summer starts by high schoolers who have their own housing.)

---

**CLUBS, CHILDCARE, AND RECREATION POSITIONS**

**DIRECTOR FOR CLUBS:** Responsible to Director for Programs. Along with the other two Directors, responsible for the planning and administration of the summer Clubs and Recreation programs. This position has a particular emphasis on the Clubs Program for older children (Kindies through Senior High). Coordinate orientation and continued training of Clubs staff, exercise appropriate supervision, discipline, and nurturing care for all personnel in the Clubs Program. Collaborate with two other Directors on overall administration of Clubs, Child Care and Recreation programs. Must have skills in communicating with parents, supervision, conflict resolution, community building, and organization. VALID DRIVER'S LICENSE AND ACCEPTABLE DRIVING RECORD IS REQUIRED. Education and experience in the field of administration and recreation is essential; supervisory experience in Clubs is desirable. Job requires some weekend and evening hours. Each Director will be part of an "on-call" evening and weekend rotation. This position may require more than 40 hours during some weeks. Salary commensurate with experience and skill level. Minimum age: 25. This is an 11.5 week contract. \$480-565/week plus \$930 for own housing. Wednesday, May 20 – Sunday, August 9.

**DIRECTOR FOR RECREATION, ROVERS, AND COMMUNITY LIFE:** Responsible to Director for Programs. Along with the other two Directors, responsible for the planning and administration of the summer Clubs and Recreation programs. This position supervises public recreation sites, including the pool, lake/boats, tennis, youth center, and Robert Lake Park. Coordinate orientation of recreation staff; exercise appropriate supervision, discipline, and nurturing care for all personnel in the Recreation Program. This position coordinates with the other Directors to ensure proper rover staffing for Clubs, Childcare, and Recreation. Train and supervise Clubs Rovers who arrive mid-summer. Supervise, evaluate and coordinate daily assignments for Clubs Rovers, including Fun and Games program for Worship and Music. This position will also coordinate resident life in the summer staff lodges -- meeting weekly with the Resident Advisors, evaluating and addressing community life issues for staff, and coordinating staff community activities. Must have skills in conflict resolution, supervision, community building, and organization. VALID DRIVER'S LICENSE AND ACCEPTABLE DRIVING RECORD IS REQUIRED. LIFEGUARD CERTIFICATION (before summer) IS HIGHLY DESIRED. Education and experience in the field of administration, supervision, and recreation is essential. Job requires some weekend and evening hours. Each Director will be part of an "on-call" evening and weekend rotation. This position may require more than 40 hours during some weeks. Salary commensurate with experience and skill level. Minimum age: 25. This is an 11.5 week contract. \$480-565/week plus \$930 for own housing. Wednesday, May 20 – Sunday, August 9.

**DIRECTOR FOR YOUNG CHILDREN:** Responsible to Director for Programs. Along with the other two Directors, responsible for the planning and administration of the summer Clubs and Recreation programs. This position has a particular emphasis on younger children (Child Care through Pre-Clubs as well as evening Childcare and the Lunch Bunch program for young children of staff). Coordinate orientation and continued training of Child Care and Pre-Clubs staff, exercise appropriate supervision, discipline and nurturing care for all personnel in these programs. Collaborate with two other Directors on overall administration of Clubs, Child Care and Recreation programs. Must have skills in communicating with parents, supervision, conflict resolution, community building, and organization. Education and experience in the field of early childhood education is essential; supervisory experience in Clubs is desirable. Job requires some weekend and evening hours. Each Clubs Director will be part of an "on-call" evening and weekend rotation. Valid drivers' license and acceptable driving record required. This position may require more than 40 hours during some weeks. Salary commensurate with experience and skill level. Minimum age: 25. This is an 11.5 week contract. \$480-565/week plus \$930 for own housing. Wednesday, May 20 – Sunday, August 9.

**ASSISTANT DIRECTOR FOR CLUBS AND RECREATION:** Responsible to Directors for Clubs but works closely with other two Directors. Serve as Barn Office Manager and assistant to Director of Clubs, with responsibilities including monitoring weekly Clubs schedules from supervisors and communicating information to Clubs and Recreation staff. Resources all Clubs, PreClubs, and Childcare groups with supplies and materials. Responsible for managing supply requests, budgeting, purchasing, and other general office/paperwork. **VALID DRIVER'S LICENSE, ACCEPTABLE DRIVING RECORD, AND VEHICLE ON SITE ARE REQUIRED** Education and/or experience in working with children/youth is desired. Previous supervisory experience in Clubs is preferred. Job requires some weekend and evening hours and might require on-site supervision of Clubs 3-day camping trips. Minimum age: 21. This is an 11.5 week contract. \$440/week. Wednesday, May 20 – Sunday, August 9.

**CLUBS PROGRAM SUPERVISORS:** Responsible to Director for Clubs. Responsible for an individual age group of the Clubs Program, from Kindies through Senior High (see age groups on application form.) Plan, direct and administer the individual division of the summer program; maintain facilities and equipment; schedule group's weekly activities along with counselors. Supervise and lead weekly meetings with counselors of the group. Must be willing to participate fully in active games, group-building activities and devotions. Must be able to engage participants in faith formation appropriate to age. Must have enthusiasm for working with youth, willingness to work hard and play hard, and ability to communicate with parents. Creativity and flexibility a must! Should have swimming skills sufficient to supervise children in water. Some midday, evening and weekend work required. Program for third graders and up includes lock-ins and/or 3-day camp outs. Supervisors with older age groups will participate in a 3-day hiking trip and should have adequate outdoor camping skills. Mature college students with one year's experience as Clubs Staff or camp counselor experience preferred. Minimum age for Junior High and Senior High Supervisors: 21 or completed third year college. Minimum age other supervisors: 19. This is a 10.5 week contract. \$400/week. Wednesday, May 27 – Sunday, August 9.

**DAYTIME CHILDCARE SUPERVISOR:** Responsible to Director for Young Children. Plan, direct, and administer program for children in Child Care, maintain facilities and equipment, and supervise assistants. Education and experience in early childhood education is necessary. Must have enthusiasm for working with young children, supervisory skills and the ability to communicate effectively with parents. Creativity and flexibility a must! Some midday, evening and weekend work required. Minimum age: 21. This is a 10.5 week contract. \$400/week. Wednesday, May 27 – Sunday, August 9.

**PRE-CLUBS PROGRAM SUPERVISORS:** Responsible to Director for Young Children. Responsible for an individual age group of the young children's program -- either Pre-Clubs Red (4-year-olds) or Pre-Clubs Blue (5-year-olds). Plan, direct and administer the individual division of the summer program; maintain facilities and equipment; schedule group's weekly activities along with counselors. Supervise and lead weekly meetings with counselors of the group. Must demonstrate patience and enthusiasm for young children and rapport with parents. Creativity and flexibility a must! Must be able to engage young children in faith formation appropriate to age. Should have swimming skills sufficient to supervise children in water. Some midday, evening and weekend work required. Mature college students with one year's experience as Clubs Staff or early childhood education experience preferred. Minimum age: 19. This is a 10.5 week contract. \$400/week. Wednesday, May 27 – Sunday, August 9.

**EVENING AND WEEKEND CHILDCARE SUPERVISOR:** Responsible to Director for Young Children. Plan and manage evening and weekend childcare for conferences and the Sunday worship series. Supervise and schedule the evening/weekend childcare assistants. Education and experience in early childhood education is necessary. Must have enthusiasm for working with young children, supervisory skills and the ability to communicate effectively with parents. Creativity and flexibility a must! Minimum age: 23. \$13.00/hr. Saturday, June 6 – Sunday, August 9.

**CLUBS COUNSELORS:** Responsible to Clubs group Supervisor and Director for Clubs. Work with Clubs Supervisor to plan and implement activities; maintain facilities and equipment. Must be willing to participate fully in active games and group-building activities. Must have enthusiasm for working with youth and be willing to work hard and play hard. Must be able to engage participants in faith formation appropriate to age. Should have swimming skills sufficient to supervise children in water. **LIFEGUARD TRAINING IS DESIRED.** Some midday, evening and weekend work required. Program for third graders and up includes occasional overnights and or camp-outs. Counselors with older age groups will participate in a 3-day hiking trip and should have adequate outdoor camping skills. Children/youth work experience preferred. (Minimum age for Junior and Senior High counselors: 21 or completed third year of college.) This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

**CHILDCARE ASSISTANTS:** Responsible to Daytime Childcare Supervisor. Administer Childcare program for children ages six months through three years old. Some midday, evening and weekend work required. Education and experience in early childhood education desired. Great for early childhood education majors! This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

**PRE-CLUBS COUNSELORS:** Responsible to Clubs group supervisor and Director for Young Children. Work with Supervisor to plan and implement activities; maintain facilities and equipment. Must demonstrate patience and enthusiasm for young children. Must be able to engage participants in faith formation appropriate to age. Creativity and flexibility a must! Some midday, evening and weekend work required. Experience in early childhood education is preferred. Should have swimming skills sufficient to supervise children in water. **LIFEGUARD TRAINING IS DESIRED.** This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

**PRE-CLUBS/CHILDCARE ROVERS:** Responsible to Director for Young Children and group Supervisor. Rotate as a Counselor between the Pre-Clubs and Childcare groups. Work with Supervisor to plan and implement activities; maintain facilities and equipment. Must demonstrate patience and enthusiasm for young children. Must be able to engage participants in faith formation appropriate to age. Creativity and flexibility a must! Should have swimming skills sufficient to supervise children in water. Some midday, evening and weekend work required. \$370/week. Wednesday, June 17 – Saturday, August 1.

**EVENING AND WEEKEND CHILDCARE ASSISTANTS:** Responsible to Childcare Supervisor. Administer Childcare evening and weekend program for children ages six months through completed second grade. Education and experience in early childhood education desired. \*\*NOTE: Summer Staff housing is NOT available to staff hired for this position. Minimum age: 18. \$11.30/hr. Saturday, June 6 – Sunday, August 9.

**CLUBS AND RECREATION ROVERS:** Responsible to Director for Recreation, Rovers, and Community Life and group Supervisor. Rotate as Counselor with ANY Clubs/Child Care group, recreation facility or anywhere else as needed daily. Rovers also plan and lead children's recreation programs during certain conferences. Some evening and weekend work required. Experience working with children with special needs a plus. Positions will be hired for 3-6 consecutive weeks between Wednesday, June 17 and Saturday, August 1. Applicants should be specific about availability on their applications. \$370/week.

**SPECIAL NEEDS SUPERVISOR:** Responsible to Director for Clubs. Serve as a resource for any children with special needs participating in Clubs, which may include research of a particular need, meeting with parents prior to the clubs session, or educating other Clubs staff. Rotate as counselor with ANY Clubs/Childcare group, recreation facility or anywhere else as needed daily. Some evening and weekend work required. Special Education background required. Minimum age: 21. This is a 10 week contract. \$400/week. Sunday, May 31 – Sunday, August 9

**SPECIAL NEEDS ROVER:** Responsible to Special Needs Supervisor. Serve as a resource for any children with special needs participating in Clubs, which may include research of a particular need. Rotate as counselor with ANY Clubs/Childcare group, recreation facility or anywhere else as needed daily. Some evening and weekend work required. Special Education experience required. This is a 10 week contract. \$380/week. Sunday, May 31 – Sunday, August 9.

**MUSIC INSTRUCTOR:** Responsible to Director for Clubs. Plan and implement a weekly music program for Clubs, including camp songs, novelty dances and energizers. Could also rotate as Counselor with ANY Clubs/Child Care group, recreation facility or anywhere else as needed. Some evening and weekend work required. Experience working with children of all ages preferred. This is a 10 week contract. \$380/week. Sunday, May 31 – Sunday, August 9.

**ENVIRONMENTAL EDUCATION INSTRUCTOR:** Responsible to Director for Clubs. Duties include planning and conducting environmental/outdoor education programs for Clubs and Pre-Clubs groups (4-year-olds – sixth graders). Following a weekly schedule, coordinates projects and uses curriculum to strengthen outdoor educational opportunities. Trail knowledge, hiking, camping, environmental studies experience and ability to work cooperatively and independently required. Previous teaching experience with a variety of ages, particularly in the field of environmental education is desired. Will also rotate as Counselor with ANY Clubs/Child Care group, recreation facility or anywhere else as needed. This is a 10 week contract. \$380/week. Sunday, May 31 – Sunday, August 9

**CLUBS CRAFTS SUPERVISOR:** Responsible to Director for Clubs. Design and implement a craft program for children and youth in coordination with the Clubs staff. Maintain facility and equipment. Responsible for leading regular Clubs crafts activities, as well as for maintaining an inventory of supplies for the Clubs crafts program, and being a good steward of the Clubs Crafts budget. Weekly meetings with Clubs Crafts Instructor required to plan week's activities. Knowledge of arts and crafts, including nature skills required, as well as experience in arts education and ministry with children/young people vital. Good leadership/people skills and flexibility required. This is a 10 week contract. \$400/week. Sunday, May 31 – Sunday, August 9.

**CLUBS CRAFTS INSTRUCTOR:** Responsible to Clubs Crafts Supervisor. Implement a craft program for children and youth in the Clubs program. Do supply shopping for Clubs Crafts within the budget allotted. Weekly planning meeting with Clubs Crafts Supervisor required. Skills in arts and crafts, and working with children/young people vital. Sense of humor and great imagination helpful. Must be able to work well with all ages. Good leadership/people skills and flexibility required. Prior teaching experience in arts/crafts programs preferred. This is a 10 week contract. \$380/week. Sunday, May 31 – Sunday, August 9

**LEAD RANGER:** Responsible to Wilderness Director. Duties include supervision of Wilderness rangers in absence of Wilderness Director, assisting Wilderness Director with training Wilderness Rangers, wilderness trail management, equipment maintenance, executing and promoting public hikes and supporting nature study programs. Provide direction for trail maintenance and construction, public and conferee hikes, wilderness service projects and educational programming. Hiking trail maintenance, nature study experience and good communication and leadership skills required. Includes some weekend work. May involve more than 40 hours some weeks. Minimum age: 20. This is a 11 week contract. \$400/week. Monday, May 25 – Sunday, August 9.

**WILDERNESS RANGERS:** Responsible to 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. Hiking and nature study experience preferred. 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. Rangers are expected to arrive with all necessary personal gear. **May involve more than 40 hours some weeks.** This is an 11 week contract. \$370/week. Monday, May 25 – Sunday, August 9.

**CLUBS WILDERNESS RANGER:** Responsible to Wilderness Director. Primary responsibility is to ensure safe and fun 3-Day camping trips for the Clubs program. Also responsible for training the Clubs staff and leading an overnight trip during orientation week and maintaining camping gear during the summer. *Must have experience with and enjoy working with children ages 10-18.* Prior Clubs experience beneficial. This position does not include regular weekly instructional hours but will involve the work listed in the WILDERNESS RANGER description. All expectations for WILDERNESS RANGER apply to this job as well. **Will involve more than 40 hours some weeks.** This is an 11 week contract. \$370/week. Monday, May 25– Sunday, August 9.

**WATERFRONT COORDINATOR:** Responsible to Director for Recreation, Rovers, and Community Life. Will organize and direct the maintenance and operation of the swimming pool and Lake Susan waterfront, coordinate and supervise waterfront staff, check fishing permits and catches, and maintain all waterfront areas. American Red Cross Lifeguard Certification, First Aid with CPR for Professional Rescuer required. Water Safety Instructor Certification, experience as a waterfront lifeguard at Montreat and Lifeguard Management training preferred. Weekend work required. Minimum age: 21. This is a 10.5 week contract. \$400-440/week (commensurate with experience and skill level). Wednesday, May 27 – Sunday, August 9.

**WATERFRONT LIFEGUARDS:** Responsible to Director for Recreation, Rovers, and Community Life. Will provide safety supervision for swimming pool and Lake Susan, regulate fishing and permits, and maintain pool facilities and lake equipment. American Red Cross Life Guard Certificate, First Aid with CPR for Professional Rescuer and a familiarity with water safety and sports is required. Weekend work required. This is a 10 week contract. \$380/week plus a \$100 bonus to help with cost of certification. Sunday, May 31 – Sunday, August 9

**YOUTH CENTER AND PARK COORDINATOR:** Responsible to Director for Recreation, Rovers, and Community Life. Coordinate with the other BWYC staff, Sr. High and Jr. High Supervisors to plan, program and supervise the daily activities of the Youth Center and maintain its facilities, including bathrooms. Maintain cleanliness, enforce policies, and monitor the facilities of the Robert Lake Park. Responsible for helping maintain décor, discipline and cleanliness in the Youth Center area. Responsible for overseeing fee collection for tennis and equipment. Responsible for the supervision of the Tennis Supervisor and Youth Center Assistant. Weekend work required. Minimum age: 21. This is a 10.5 week contract. \$415/week. Wednesday, May 27 – Sunday, August 9.

**TENNIS SUPERVISOR:** Responsible to Youth Center Coordinator. Plan, direct and administer the tennis activities for the Clubs program and tennis events for the community. This includes providing tennis instruction, maintenance of tennis courts and supplies, answering telephone, making court reservations, and collecting fees. Also shares responsibility for staffing the Youth Center and maintaining its facilities. Weekend work required. Supervisory experience is preferred. Minimum age: 21. This is a 10 week contract. \$400/week. Sunday, May 31 – Sunday, August 9.

**TENNIS INSTRUCTOR/YOUTH CENTER ASSISTANT:** Responsible to Youth Center Coordinator. Part of a team with the Youth Center Coordinator and Tennis Supervisor. Responsible for encouraging a dynamic program for youth; maintaining décor, discipline and cleanliness in the Youth Center area, including Robert Lake Park and the bathrooms. Work with Tennis Supervisor to plan and implement tennis activities and events. Provide tennis instruction, maintenance of tennis courts and shop, answer telephone, make court reservations, collect fees and help supervise the Youth Center. Weekend work required. Minimum age: 20. This is a 10 week contract. \$380/week. Sunday, May 31 – Sunday, August 9.

**ARTS ADMINISTRATOR:** This is a supervisor position, responsible to the Director of Arts Ministry. Responsibilities include management of all budget and fiscal aspects of running the craft center; scheduling, coordinating and supervising daily craft classes in collaboration with Arts Ministry Director; coordinating the Artists' House; managing fabric studio and sewing classes; working with the Arts Ministry Director to develop Artists/Potters in Residence calendar and publicity; creating/managing class descriptions in collaboration with Arts Ministry Director for "This Week In Montreat." Works with Arts Ministry Director on staff management. Off-season work required. Minimum age: 25. This is a 12-week contract. \$400/week. Monday, May 25- Sunday, August 16.

**POTTERY STAFF (6):** Responsible to the Director of Arts Ministry. Pottery expertise and knowledge are mandatory for this position. You will be working with persons ages 12 to adult, from beginners to advanced. Responsibilities include teaching throwing and hand-building classes, loading kilns, pugging clay, mixing glazes, maintaining and cleaning pottery studio. This position makes a great internship or directed study in ceramics. Two Saturday mornings, plus 4th of July Silent Auction (including July 3 setup) required in addition to weekly M-F shifts. Applicants need to apply for at least four contiguous weeks. Minimum age: 20. This is a 10-week contract. \$380/week. Sunday, May 31 - Sunday, August 9.

## OFFICE AND RETAIL POSITIONS

**PROGRAM OFFICE ASSISTANT:** Responsible to Youth Conference Administrator. Must be self-motivated and task-oriented with exceptional people skills. Basic computer skills required, Duties include: computer database entry, editing and copy editing, customer service, some photocopying, running errands related to conferences, and other office duties. Previous office experience helpful. **VALID DRIVER'S LICENSE AND ACCEPTABLE DRIVING RECORD IS REQUIRED.** Required to work during Sunday Youth Conference registration. This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

**CLUBS REGISTRAR/PROGRAM OFFICE ASSISTANT:** Responsible to Director for Programs. Receives daily enrollment of children in Clubs program. Experience in working with the public, computer data entry, and finance handling is required. Must work well in high-demand situations. Office duties include: computer data entry, answering phones, customer service, some photocopying and other office duties/errands as needed. Office experience and knowledge of Microsoft Excel preferred. Must love details! Includes Sunday afternoon/evening work. Minimum age: 21. This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

**DEVELOPMENT ASSISTANT:** Responsible to the Director of Donor Engagement. This position offers the opportunity to work within and contribute to our development team. Duties will be focused on assisting the Director of Donor Engagement with management of events and activities with the purpose of building community awareness and cultivating donors during our busy summer season. Additional duties include managing summer social media posts for development related events and news as well as working on targeted development office projects. This job requires someone who is very comfortable interacting with various Montreat constituent groups by email, telephone and in person. In general, this is a regular M-F position with occasional evening and weekend work as events require. Qualified candidates will possess strong communication skills (written and verbal), good organizational skills and be proficient in Microsoft Office programs (Word, Excel, Etc.). In addition, this individual must exercise discretion when dealing with sensitive issues and information. An understanding of Montreat Conference Center's programs and an interest in our mission is critical. **VALID DRIVERS LICENSE AND ACCEPTABLE DRIVING RECORD REQUIRED.** Having own means of transportation a plus. This is a 10 week contract; \$370/week. Sunday, May 31– Sunday, August 9.

**MARKETING ASSISTANT:** Responsible to the Social Media Manager. **WANT TO WORK IN A CREATIVE ROLE AS PART OF OUR MARKETING TEAM?!** This position offers an opportunity to get some real world office experience while learning how the Montreat marketing machine works! Layout, edit, and publish *This Week in Montreat*, the weekly summer newsletter for the Montreat community and guests. Assist with photography and videography needs. Design and produce promotional materials as needed for the conference center, e.g. flyers, signage, etc. Qualified candidates will have excellent writing, proofreading, and editing skills and possess creative and artistic design skills. Photography and videography skills are a plus. Must have experience in word processing and desktop publishing programs (Office Suite, InDesign, Photoshop, etc.) The ideal candidate will have the ability to meet deadlines, work independently, communicate effectively, and work in a team environment. In addition to your application, please submit a sample of writing, photography, or other applicable work to [montreatstaff@gmail.com](mailto:montreatstaff@gmail.com). **VALID DRIVERS LICENSE AND ACCEPTABLE DRIVING RECORD REQUIRED.** This is a 10 week contract. \$370/week. Sunday, May 31– Sunday, August 9.

**PHOTOGRAPHER:** Responsible to Graphic Designer. Primary task is to work with the Marketing Department to identify and capture the many activities and experiences of Montreat Conference Center including but not limited to: the Clubs program, Barn Dances, Summer Worship, and Montreat development activities. Will assist the Creative Assistant by gathering images and photographs for the weekly *This Week in Montreat* publication. Must be organized, self-motivated, able to work independently, and technologically savvy. Applicants must submit a portfolio of their work demonstrating their proficiency. This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

**MONTREAT STORE SALES ASSOCIATE (2):** Responsible to the Montreat Store Manager. Good customer service skills required. Duties include cashier work, stocking, cleaning, pricing and display of merchandise. Evening and weekend hours sometimes required. This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

## RESIDENCE LIFE POSITIONS

**RESIDENT ADVISORS:** Responsible to Director for Recreation, Rovers, and Community Life. Required to live in MRA housing facilities and maintain regular hours of presence and programming in the lodges; help build community among staff residents, maintain quiet hours, organize division of labor among the residents, oversee cleanliness of public areas, purchase lodge supplies, maintain lodge and community rules, and deal with maintenance requests. Serious applicants for this position must see that their primary responsibility is to ensure the quality of life for the residents. Weekly programming is required. **REQUIRED TO BE PRESENT IN THE LODGE DURING EVENING AND OVERNIGHT HOURS. Will be required to work some daytime hours in other areas.** Previous experience as a Resident Advisor in college desired. The standard housing deduction for those in MRA housing will be made from your salary. Minimum age: 21. This is an 11 week contract. \$400/week. Monday, May 25 – Monday, August 10.

## CONFERENCE SERVICES POSITIONS

**CONFERENCE SUPPORT SUPERVISOR:** Responsible to Director for Programs and Director for Events. Duties include supervision and training of Conference Support staff. In charge of ordering supplies, processing financial paperwork, serving as support person and contact for incoming conferences. Duties may also include: data entry, customer service, and other office duties/errands as needed. Must be organized, detail-oriented, and an effective communicator. Must bring own laptop. **VALID DRIVER'S LICENSE, ACCEPTABLE DRIVING RECORD AND VEHICLE ON SITE ARE REQUIRED.** Supervision of Conference Support will require weekend work. This is a 12 week contract. \$400/week. Wednesday, May 27 – Monday, August 17.

**CONFERENCE SUPPORT:** Responsible to Conference Support Supervisor. Duties include: purchase and organization of conference supplies, monitoring outdoor conference events, photocopying for summer conferences, maintaining an organized list of supply inventory and other tasks as assigned. Position includes work with a variety of conference planning teams and leadership, good public relations skills and flexibility are required; work sometimes involves heavy lifting. **VALID DRIVER'S LICENSE, ACCEPTABLE DRIVING RECORD AND VEHICLE ON SITE ARE REQUIRED.** Evening and weekend work often required. Bringing own laptop is helpful, but not required. This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

**DATA PROJECTION TECHNICIANS:** Responsible to Production Coordinators. Work closely with planning teams to develop and run ProPresenter resources for conferences. May include some audio visual assistance as time allows and when directed by Production Coordinators. Experience and knowledge of ProPresenter programming preferred. Evening and weekend work required. A current portfolio of ProPresenter/PowerPoint presentations may be asked of you with this application. May be flexi-staffed to any other department as needed during Worship & Music weeks. This is a 10 week contract. \$380/week. Sunday, May 31 – Sunday, August 9.

**PRODUCTION COORDINATORS:** Responsible to Production Associate. Under general supervision, oversees and coordinates the execution of theatrical productions and audio-visual set-ups held in Montreat Conference Center facilities. Coordinates scheduling of the crew and manages all aspects of the audio/video of events held in facilities. Works closely with the planning teams to make events run smoothly. Manages supporting facilities and equipment, which may include staging equipment, sound and lighting equipment, musical instruments, data projection equipment, computer equipment, audio-visual equipment and other related inventory. Serves as on-site representative during the staging, rehearsal and performance of events. Shares responsibility to support Sunday worship services. Knowledge of ProPresenter and Power Point programming is required. Requirements include: Knowledge of theater and/or public events with live audio; knowledge of supplies and inventory; ability to operate, troubleshoot, and perform routine repairs on a range of audio equipment. Also ability to supervise and train employees; organizing, prioritizing, and scheduling work assignments; ability to coordinate the maintenance and repair of staging facilities, equipment, and supplies; strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; ability to work independently and in a team environment. Previous experience on the Production Crew is highly desired. **VALID DRIVER'S LICENSE AND ACCEPTABLE DRIVING RECORD ARE REQUIRED.** Evening and weekend work required. This position will require more than 40 hours during some weeks. Minimum age: 21. This is a 12 week contract. \$400-440/week based on skill and experience. Wednesday, May 27– Tuesday, August 18.

**PRODUCTION CREW:** Responsible to Production Coordinators. Sound experience is required. Technicians primarily staff Anderson Auditorium where they run lighting and sound for performance events and execute general sound design, but also work in several venues in different capacities. Technicians regularly maintain all 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 are highly preferred. Experience and knowledge of ProPresenter programming is highly desirable. Work sometimes requires heavy lifting. **VALID DRIVER'S LICENSE AND ACCEPTABLE DRIVING RECORD ARE REQUIRED.** Evening and weekend work required. This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.

**FACILITIES COORDINATORS:** Responsible to Production Associate. Supervise and work alongside the Facilities Crew to provide logistical support and to keep the facilities clean daily, work with Conference Planning Teams and periodically with Director of Maintenance, the Guest Services Manager and the Executive Housekeeper. Ensure that all rooms are set up and clean before and after each event. Responsibilities include: ability to supervise and train employees; organizing, prioritizing and scheduling work assignments; ability to coordinate the maintenance and repair of facilities, equipment and supplies; strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community; ability to work independently and in a team environment. Work requires heavy lifting, moving, set-up of tables and chairs, and cleaning, including public restrooms, meeting spaces and grounds. Share responsibility to support Sunday worship services. Previous experience on the Facilities Crew is highly desired. Maturity, flexibility, stamina and the ability to meet with and show hospitality to the public are essential. **VALID DRIVER'S LICENSE AND ACCEPTABLE DRIVING RECORD IS REQUIRED.** Evening and weekend work required. This position will require more than 40 hours during some weeks. Minimum age: 21. This is a 12 week contract. \$400-440/week based on skill and experience. Wednesday, May 27– Tuesday, August 18.

FACILITIES CREW: Responsible to Facilities Coordinators. Maintain cleanliness of meeting rooms, auditorium, and all other facilities and areas used by the conferences. Help with loading in sets and props for conferences. Work requires heavy lifting, moving, set-up of tables and chairs, and cleaning, including public restrooms, meeting spaces and grounds. Crew members will also serve as house managers in the auditorium and help with security and door checks when needed. Must be able to meet with and show hospitality to the public. Previous experience working with the public highly desired. VALID DRIVER'S LICENSE AND ACCEPTABLE DRIVING RECORD ARE REQUIRED. Evening and weekend work required. This is a 10 week contract. \$370/week. Sunday, May 31 – Sunday, August 9.