



## Job Description

**Position Title:** Director for Programs

**Effective:** October 1, 2026

**Reports to:** Vice President for Program

**Status:** Salary; Exempt; Year-round

### Essential Functions:

Each Director for Programs is part of a team of five that administers the full array of Montreat-created programs throughout the year. Each program is assigned to one Director, who is responsible for that program from top to bottom, from long term goals to the smallest annual details. Directors occasionally cover programs for their colleagues temporarily, and over time, program assignments are likely to shift among Directors. In addition, the team of Program Directors develops new programs in response to Montreat's mission and strategic plan. For example, the Director described in this job description might play a key role in developing Road Scholar programs that can be adjusted for broader use outside the Road Scholar constituency.

### Essential Duties:

- Serve as the director of Montreat's Road Scholar Programs and other conferences or events as assigned.
- With guidance from Road Scholar, plan and schedule the content array of offerings in Montreat two years in advance.
- Develop new Road Scholar offerings; evaluate all offerings regularly; and retire or retool programs as needed with direction from Road Scholar.
- Generate leadership confirmation letters, contract agreements, expense vouchers, and thank you notes.
- Oversee the registration process, including welcome and information to conferees, procedures for events, evaluation forms, materials, etc.
- Work in conjunction with the Vice President for Program in submitting the budget for these conferences and take responsibility for meeting that budget.
- Directly recruit and supervise any adjunct staff or volunteers related to these conferences.
- Road Scholar programs are week-long (Sunday – Friday) and currently occupy approximately 25 weeks of the annual calendar, concentrated in the months of March-May and August-early December.

- Other duties as assigned.

**Requirements:**

- Display genuine interest in and compassion for the mission of Montreat Conference Center and its growth and expansion.
- Display genuine affection for the older adult population that Road Scholar programs serve.
- Possess ability to maintain/strengthen good working relationships with staff, Montreat residents, and larger church family.
- 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.
- Possess excellent skills in planning, organizing, directing, and managing; must possess superior problem-solving and project management skills
- Possess good sense of efficiency and delegation of work assignments; 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; some travel is required.
- Ability to learn the complexities of coordinating programs among a variety of Montreat entities.
- Creative, flexible, energetic, non-anxious personality.
- College degree or equivalent.
- *Experience:* Minimum two years of previous supervisory experience preferred. Previous experience with Montreat Conference Center as a conference participant, leader, director, or summer employee.
- Proficiency needed in Microsoft Word, Excel, and Outlook.
- *Physical requirements:* This position requires the ability to stand and walk for periods of time; climb stairs; hear within normal range; ability to lift 30 lb.; and at least 20/40 (corrected) vision.
- Valid driver’s license and maintain an acceptable driving record.

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Employee Signature

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Date

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Supervisor Signature

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Date