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. Simply put, we are all connected to one another. 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 2014, OR high school graduation by May/June 2013. 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.)

DATES OF EMPLOYMENT: Sunday, May 25 – Sunday, August 3, 2014, unless otherwise noted. (Exceptions may be possible where school dates conflict.) Salaries will be pro-rated for shortened contracts.

CLUBS PROGRAM POSITIONS

DIRECTOR FOR CLUBS: Responsible to CYYAM Associate Director. Along with the other two Directors, responsible for the planning and administration of the summer Clubs and Recreation program. 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 and could require on-site supervision of a Clubs 3-day camping trip. Salary commensurate with experience and skill level. Minimum age: 25. This is a 13 week contract. $450-550/week plus $930 for own housing. Wednesday, May 14 – Tuesday, August 12.

ASSISTANT DIRECTOR FOR CLUBS AND RECREATION ADMINISTRATION: Responsible to Directors for Clubs, Young Children and Recreation and Community Life. 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. Maintain Clubs library of recreation, research for new resources, and help provide these ideas and resources to Clubs groups. Serve as Barn Office Manager, with responsibilities including monitoring weekly Clubs schedules from supervisors, communicating information to Clubs and Recreation staff, collecting time sheets, and designing and producing permission slips, signs/posters as needed. 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 will require on-site supervision of the Clubs 3-day camping trips. Minimum age: 21. This is a 13 week contract. $416/week. Wednesday, May 14 – Tuesday, August 12.

ASSISTANT DIRECTOR FOR CLUBS AND RECREATION SUPPLIES: Responsible to Directors for Clubs, Young Children, and Recreation and Community Life. Resources all Clubs groups and recreation sites and facilities 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. Previous supervisory experience in Clubs is preferred. Job requires some weekend and evening hours, including possible attendance on a Clubs 3-day camping trip. Minimum age: 21. This is a 13 week contract. $416/week. Wednesday, May 14 – Tuesday, August 12.
CLUBS PROGRAM SUPERVISORS (7): 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 evening and weekend work required. Program for third graders and up includes occasional lock-ins and/or 3-day camp outs. Junior, Junior High and Senior High 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 and Senior High supervisors: 21 or completed third year of college. Minimum age for Junior High and Senior High Supervisors: 21 or completed third year college. Minimum age other supervisors: 20. This is a 12 week contract. $330/week. Wednesday, May 21 – Tuesday, August 12.

CLUBS COUNSELORS/ROVERS: 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. Some evening and weekend work required. Program for third graders and up includes occasional overnights and or camp-outs. Junior, Junior High and Senior High 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 an 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10 (some contracts may go through August 12)

CLUBS AND RECREATION ROVERS: Responsible to Assistant Director for Clubs and Recreation Administration. Rotate as Counselor with ANY Clubs/Childcare 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 4 or 6 weeks between Sunday, June 8 and Saturday, August 2. This is a 4- or 6-week contract. $309/week. Sunday, July 8, 2014 – Saturday, August 2, 2014.

SPECIAL NEEDS COORDINATOR/ROVER: 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. This is an 11 week contract. $321/week. Sunday, May 25 – Sunday, August 10.

CLUBS MINISTRY INTERN: Responsible to the Associate Director of the Center for Youth and Young Adult Ministry. Tasked with developing a program of Christian nurture for children in Clubs including writing and facilitating a bible study curriculum for Kindergarten through 6th grades. Will serve as a resource to the Clubs staff and maintain a ministry of presence with Clubs groups. Must take initiative and have good scheduling and organizational skills. Curriculum writing experience and theological training is necessary. Current Christian Education major or seminary student preferred. In the first round, priority will be given to a student from Johnson C. Smith Theological Seminary. Stipend is $3200 for the summer. Sunday, May 25 – Sunday, August 10.

RECREATION & COMMUNITY LIFE POSITIONS

DIRECTOR FOR RECREATION AND COMMUNITY LIFE: Responsible to CYYAM Associate Director. Along with the other two Directors, responsible for the planning and administration of the summer Clubs and Recreation program. This position has a particular emphasis on the Recreation facilities and programs. These include the pool, lake/boats, tennis, youth center, Robert Lake Park, and Clubs environmental, craft and music education programs. Coordinate orientation of recreation staff, exercise appropriate supervision, discipline, and nurturing care for all personnel in the Recreation Program and those living in Montreat housing. Collaborate with two other Directors on overall administration of Clubs, Child Care and Recreation programs. 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. Education and experience in the field of administration 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 and may require on-site supervision of a Clubs 3-day camping trip. Salary commensurate with experience and skill level. Minimum age: 25. This is a 13 week contract. $450-550/week plus $930 for own housing. Wednesday, May 14 – Tuesday, August 12.
RESIDENT ADVISORS (3): Responsible to Director for Recreation 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.** Ideal summer position for a graduate or theological student, and offers the opportunity to attend some conference daytime and evening sessions. 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 a 12 week contract. $371/week. Monday, May 19 – Sunday, August 10.**

MUSIC COORDINATOR/ROVER: Responsible to Director of Recreation and Community Life. Plan and implement a weekly music program for Clubs, including camp songs, novelty dances and energizers. Will also rotate as Counselor with ANY Clubs/Child Care group, recreation facility or anywhere else as needed daily. Some evening and weekend work required. Guitar and music skills required. **This is an 11 week contract. $321/week. Sunday, May 25 – Sunday, August 10.**

ENVIRONMENTAL EDUCATION COORDINATOR/ROVER: Responsible to Director of Recreation and Community Life. Duties include planning and conducting environmental/outdoor education programs for Clubs and Pre-Clubs groups (4-year-olds - fourth graders). Provide weekly schedules for the Environmental Education Program; coordinate projects and use curriculum to strengthen outdoor educational opportunities, oversee daily Clubs’ wilderness activities. Trail knowledge, hiking, camping, environmental studies experience and ability to work cooperatively and independently required. Previous teaching experience, 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 daily. This is an 11 week contract. **$321/week. Sunday, May 25 – Sunday, August 10.**

OUTDOOR EDUCATION RANGER/ROVER: Responsible to Wilderness Director. Also coordinates closely with the Director of Recreation and Community Life. Primary duties include planning and leading three 3-Day camping trips for the Clubs Program (5th – 12th graders), as well as conducting weekly programming to train older clubs participants in outdoor skills. Trail knowledge, hiking, camping, environmental studies experience, and ability to work cooperatively and independently required. Will also rotate to work with the Wilderness Rangers. **THIS POSITION WILL BE RESERVED FOR A WARREN WILSON INTERN FOR THE FIRST ROUND OF SELECTIONS. Minimum age: 21. This is an 11 week contract. $321/week. Sunday, May 25 – Sunday, August 10.**

WILDERNESS DIRECTOR: Responsible to Vice President of CYYAM. Half-time position oversees wilderness use, recreation and maintenance in accordance with the Conference Center’s Conservation Plan. Duties include supervision of Wilderness Rangers and Outdoor Education Ranger, wilderness trail management, equipment maintenance, planning and promoting public hikes and supporting nature study programs. Provide daily schedules for the Wilderness Program; 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. Salary commensurate with experience and skill level. Minimum age: 25. This is an 11.5 week contract. **$212-280/week. $465 for own housing. Wednesday, May 21 – Sunday, August 10.**

WILDERNESS ASSISTANT DIRECTOR: Responsible to Wilderness Director. Duties include supervision of Wilderness rangers in absence of Wilderness Director, wilderness trail management, equipment maintenance, planning and promoting public hikes and supporting nature study programs. Provide daily schedules for Wilderness Program; 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. **Minimum age: 21. This is an 11.5 week contract. $416/week. Wednesday, May 21 – Sunday, August 10.**

WILDERNESS RANGERS (4): 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 as listed at [www.montreat.org/rangergear](http://www.montreat.org/rangergear). **This is an 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10.**

CLUBS CRAFTS SUPERVISOR: Responsible to Director for Recreation and Community Life. Design and implement a craft program for children and youth in coordination with the Clubs staff. Maintain downstairs 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 tracking budget on a weekly basis. Weekly meetings with Clubs Crafts Instructor required to plan week’s activities. Plan to be in Montreat whenever Clubs is in session. 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 required. This is an 11 week contract. **$330/week. Sunday, May 25 – Sunday, August 10.**
CLUBS CRAFTS INSTRUCTOR: Responsible to Clubs Crafts Supervisor. Implement a craft program for children and youth in the Clubs program. 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 required. Prior teaching experience in arts/crafts programs preferred. This is a 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10.

WATERFRONT COORDINATOR: Responsible to Director for Recreation 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 12 week contract. $371/week. Wednesday, May 21 – Tuesday, August 12.

WATERFRONT LIFEGUARDS (6): Responsible to Waterfront Coordinator. Will provide safety supervision for swimming pool and Lake Susan, regulate fishing and permits, 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. Water Safety Instructor Certification is a plus. Weekend work required. This is an 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10.

ALLEGHENY CENTER COORDINATOR: Responsible to Director for Recreation 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, and the Robert Lake Park area. 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 12 week contract. $371/week. Wednesday, May 21 – Tuesday, August 12.

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 shop, 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 an 11 week contract. $330/week. Sunday, May 25 – Sunday, August 10.

TENNIS INSTRUCTOR/YOUTH CENTER ASSISTANT: Responsible to Youth Center Coordinator. Part of a team with the Youth Center Coordinator and Tennis Supervisor, including the Senior High and Junior High supervisors. 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. May rove to ANY other Clubs group or Recreation area as needed. Weekend work required. Minimum age: 20. This is an 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10.

YOUTH MINISTRY INTERN: Responsible to the Associate Director of the Center for Youth and Young Adult Ministry. Provides pastoral nurture to Junior High and Senior High youth of Montreat, including maintaining a presence at the Bill Wilde Youth Center and programming faith and fellowship events. Will serve as a resource to the JH and SH Clubs staff and maintain a ministry of presence with those groups. Evening and weekend work is required. Must have good professional boundaries and time management skills. Experience in youth ministry and some theological training is necessary. A seminary student is preferred. In the first round, priority will be given to a student from Johnson C. Smith Theological Seminary. Stipend is $3200 for the summer. Sunday, May 25 – Sunday, August 10.

ARTS ADMINISTRATOR: This is a supervisor position, responsible to Arts Ministry Director. Works closely with Pottery and Clubs Crafts Supervisors. Responsibilities include management of all budget and fiscal aspects of running the craft center; scheduling, coordinating and supervising daily craft classes, coordinating, maintaining and managing the Artists’ House; teaching and supervising sewing classes, managing the “Hutch” in Assembly Inn Dining Room; and working with the Arts Ministry Director to develop calendar and publicity, as well as creating/managing class descriptions for the weekly newsletter. Off-season work required. Minimum age: 21. This is an 11.5 week contract. $330/week. Wednesday, May 21 – August 10.

POTTERY SUPERVISOR: Responsible to Arts Ministry Director. Responsible for supervising the pottery studio. Duties include supervising pottery staff scheduling and training, teaching pottery classes, coordination of clay delivery, pugging clay, mixing glazes, loading kilns, studio maintenance, attendance at weekly Coordinators’ meetings, and weekly meetings with Arts Administrator, Arts Ministry Director and Pottery Staff. Responsibilities also include working with Pottery staff preparing for the annual Fourth of July Silent Auction. One evening per week, and some weekend time required. Minimum age: 23. This is an 11.5 week contract. $330/week. Wednesday, May 21 – Sunday, August 10.
POTTERY INSTRUCTOR (4): Responsible to Arts Ministry Director and Pottery Supervisor. Pottery experience necessary, as well as interest in working with clay with all ages, particularly adults and young people. Responsibilities include teaching, throwing, and handbuilding classes, loading and running kilns, pugging clay, mixing glazes, raku firing, maintaining and cleaning pottery studio, and production of liturgical ware for the Auditorium. Throwing and handbuilding skills a must. This position makes a great internship or directed study. One evening per week and occasional Saturday work required. Minimum age: 19. This is an 11 week contract. $316/week. Sunday, May 25 – Sunday, August 10.

POSITIONS WORKING WITH YOUNG CHILDREN

DIRECTOR OF YOUNG CHILDREN: Responsible to CYYAM Associate Director. Along with the other two Directors, responsible for the planning and administration of the summer Clubs and Recreation program. This position has a particular emphasis on younger children (Child Care through Pre-Clubs as well as 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 a 13 week contract. $450-550/week plus $930 for own housing. Wednesday, May 14 – Tuesday, August 12.

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! Minimum age: 23. This is a 12 week contract. $371/week. Wednesday, May 21 – Tuesday, August 12.

CHILDCARE ASSISTANTS/ROVERS: Responsible to Childcare Supervisor. Administer Childcare program for children ages six months through three years old. Some evening and weekend work required. Education and experience in early childhood education desired. Great for early childhood education majors! This is an 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10. Some contracts may go through August 12.

PRE-CLUBS PROGRAM SUPERVISORS (2): 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 evening and weekend work required. Mature college students with one year’s experience as Clubs Staff or early childhood education experience preferred. Minimum age: 20. This is a 12 week contract. $330/week. Wednesday, May 21 – Tuesday, August 12.

PRE-CLUBS COUNSELORS/ROVERS (4): 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 evening and weekend work required. Experience in early childhood education is preferred. Should have swimming skills sufficient to supervise children in water. This is an 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10.

PRE-CLUBS ROVER (1): Responsible to Director for Young Children. Rotate as a Counselor between the two Pre-Clubs 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 evening and weekend work required. This is an 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10.

EVENING/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. This is an 11 week contract. $13/hr. Sunday, May 25 – Sunday, August 10.
EVENING AND WEEKEND CHILDCARE ASSISTANTS: Responsible to Childcare Supervisor. Administer Childcare evening and weekend program for children ages six months through completed first grade. Education and experience in early childhood education desired. **NOTE: Summer Staff housing is NOT available for staff hired for this position. Minimum age: 18. This is an 11 week contract. $11.30/hr. Sunday, May 25 – Sunday, August 10.

OFFICE POSITIONS

CYYAM OFFICE ASSISTANT (Part-time)/ROVER (Part-time): Responsible to CYYAM office staff/Assistant Director for Clubs and Recreation Administration. Duties include: computer data entry, answering phones, customer service, some photocopying and other office duties/errands as needed. Assists Clubs Registrar. Office experience and knowledge of Microsoft Excel preferred. Must love details! Most afternoons will be spent rotating as a counselor in ANY clubs group or at a recreation facility. Includes regular weekend work. Minimum age: 18. This is an 11 week contract. $309/week. Sunday, May 25 – Sunday, August 10.

CYYAM OFFICE ASSISTANT (Full-time): Responsible to CYYAM office staff/Youth Conference Administrator. Must be self-motivated and task-oriented with exceptional people skills. Basic computer skills required. Duties include: computer database entry, coordinating (through phone and e-mail) travel arrangements for youth conference leadership, customer service, some photocopying, running errands related to youth conferences, and other office duties. Previous office experience helpful. VALID DRIVER’S LICENSE AND ACCEPTABLE DRIVING RECORD IS REQUIRED. Occasional weekend work required. This is a 10.5 week contract. $309/week. Wednesday, May 21 – Sunday, August 3.

CENTER FOR FAITH AND LIFE AND MARKETING ASSISTANT: Responsible to Vice President for the Center for Faith and Life. Duties include: Design and format weekly Sunday worship bulletins under the direction of the Summer Worship team, computer data entry, design and format other programs or materials for other CFL events, some photocopying and other office duties/errands as needed. Experience in working with the public, keyboarding skills, and proficiency in Word, Publisher and Excel; writing skills and photography skills also a plus. Sunday and some evening work often required. VALID DRIVER’S LICENSE AND ACCEPTABLE DRIVING RECORD ARE REQUIRED. This is a 10.5 week contract. $330/week. Wednesday, May 21 – Sunday, August 3.

CREATIVE ASSISTANT: Responsible to Vice President for Marketing and Communication. WANT TO WORK IN A CREATIVE ROLE AS PART OF OUR MARKETING TEAM?! This position is an opportunity to get some real world office experience while learning how the Montreat Marketing Machine works! Write, edit, and publish THIS WEEK IN MONTREAT, the weekly summer newsletter for the Montreat community and guests. Compile, edit, design, and produce the summer staff memory book, THE MUMBLE. Design and produce promotional materials as needed for the conference center and for community special events, i.e. Fourth of July parade banners, flyers, signage, etc. Qualified candidates will have excellent writing, proofreading, and editing skills; have creative, artistic, and photography skills (a digital camera is 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. A current portfolio of writing, photography, and art work is required. VALID DRIVERS LICENSE AND ACCEPTABLE DRIVING RECORD REQUIRED. This is a 10.5 week contract. $330/week. Wednesday, May 21 – Sunday, August 3.

CLUBS REGISTRAR: Responsible to Registrar, works closely with CYYAM Associate Director. 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. Sunday afternoon and some evening work is often required. Minimum age: 21. This is an 11.5 week contract. $330/week. Wednesday, May 21 – Sunday, August 10.

CONFERENCE SERVICES POSITIONS

CONFERENCE SUPPORT SUPERVISOR: Responsible to Senior Associate Director, CYYAM; and Director for Conference Services, CFL. Duties include supervision and support 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 and detail-oriented. 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 10.5 week contract. $330/week. Wednesday, May 21 – Sunday, August 3.

CONFERENCE SUPPORT (3): 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. $309/week. Sunday, May 25 – Sunday, August 3.

PRODUCTION DIRECTOR (2): 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 and manages all aspects of the staging of events held in facilities. 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. VALID DRIVER’S LICENSE AND ACCEPTABLE DRIVING RECORD ARE REQUIRED. Evening and weekend work often required. This position will require more than 40 hours during some weeks. Minimum age: 21. This is a 11 week contract. $416/week. Wednesday, May 21 – Tuesday, August 5.

PRODUCTION CREW (5): Responsible to Production Directors. 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 and Power Point programming is highly desirable. Work sometimes requires heavy lifting. VALID DRIVER’S LICENSE AND ACCEPTABLE DRIVING RECORD ARE REQUIRED. Evening and weekend work often required. This is a 10 week contract. $309/week. Sunday, May 25 – Sunday, August 3.

DATA PROJECTION TECHNICIAN (2): Responsible to Production Directors. Work closely with planning teams to develop and run ProPresenter/Power Point resources for conferences. May include some audio visual assistance as time allows and when directed by Production Coordinators. Extensive experience and knowledge of ProPresenter and Power Point programming necessary. Evening and weekend work often required. A current portfolio of Power Point or ProPresenter presentations is required with this application. May be flexi-staffed to any other department as needed during Worship & Music weeks. This is a 10 week contract. $309/week. Sunday, May 25 – Sunday, August 3.

FACILITIES DIRECTOR (2): 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. 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 often required. This position will require more than 40 hours during some weeks. Minimum age: 21. This is an 11 week contract. $416/week. Wednesday, May 21 – Tuesday, August 5.

FACILITIES CREW (5): Responsible to Facilities Directors. 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 (limited). 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 often required. This is a 10 week contract. $309/week. Sunday, May 25 – Sunday, August 3.

RETAIL POSITIONS

THE MONTREAT STORE CLERK (2): Responsible to the Manager of the Montreat Store. Good customer service skills required. Duties include clerking, stocking, cleaning, and assisting with sales of speakers’ CDs. Evening and weekend work often required. One position will end July 27th; the other will end August 3rd. This is a 9- or 10-week contract. $309/week. Sunday, May 25 – Sunday, August 3.
AUDIO RECORDING FACILITATOR: Responsible to the Manager of the Montreat Store. Record, duplicate and organize CD sales for all summer conferences and worship services. A commitment to detail and punctuality is necessary. General knowledge of recording equipment desired. When not needed for recording, other time will be spent working in the Montreat Store where CDs are sold. Evening and weekend work required. This is a 10-week contract. $309/week. Sunday, May 25 – Sunday, August 3.