

The Mountain Retreat and Learning Center

Position Description for Programs Director

SUMMARY

The Programs Director is responsible for:

- Planning, implementing and evaluating Mountain-designed programs
- Working with volunteers developing Mountain-designed programs
- Providing program support for outside groups or retreat groups hosted by The Mountain

Position expectations are 40 hours per week, at \$33,000 - \$36,000 annually. Compensation and benefits will be related to experience and education of applicant.

JOB RESPONSIBILITIES

- **General Program Implementation**
 - Collaborate with the Mountain team to provide programs that have the potential to change people's lives, to change the world.
 - Demonstrate an understanding of and commitment to the Unitarian Universalist principles (UUA.org), as they are the core values of the Mountain.
 - Provide programming which supports and extends living these core values for program participants
 - Work with program participants of all ages
 - Advise, design and implement programming and service elements for outside retreat groups as needed
 - Coordinate the planning, logistics and implementation of Mountain-designed programs, (Volunteer Work weekend, Homecoming, Thanksgiving, and others)
 - Act as the liaison for "Mountain Programs" that are developed and produced by volunteers and serve as the program coordinators
 - Formally and informally seek feedback and assess the effectiveness of each program with the intention of making continuous improvements in program design, cost effectiveness and positive impact on the lives of our participants.
- **Serve as a Member of The Mountain's team.**
 - Strive to be a role model and team player
 - Collaborate with and support the Marketing Department and Registrar in order to ensure all booking opportunities are realized and each program is fully enrolled.
 - Respond to all communications promptly. Monitor communications when off-duty as needed.
 - Be an engaged and positive member of The Mountain community. Participate actively in staff meetings.
 - Respond to trustee requests in a timely manner and attend Board meetings when invited.

REQUIREMENTS, SKILLS & ABILITIES

- Understanding of experiential learning, and how youth and adults learn and develop.
- High energy level – upbeat, creative and resourceful with the ability to effectively work with youth and adults in a spiritual, community-building environment.
- Experience in program coordination, including working with volunteers.
- Understanding of risk management.

- Strong organizational and time-management skills.
- Demonstrated ability to foster a cooperative, team-oriented work environment.
- Effective communication skills with people of all ages, including listening, speaking and writing.
- Effective mentoring skills, including the ability to coach and redirect employees and volunteers as appropriate.
- Ability to work on multiple projects with tight deadlines, completed with attention to detail and accuracy.
- Commitment to establish and follow set procedures.
- Proficient in Microsoft Office and Google Docs, additional experience with data management software and on-line registration systems a bonus.
- Understanding of Unitarian Universalist values; knowledge of how the UUA and regions work in support of local congregations will enhance productivity.
- Ability to work flexible, at times intensive hours, including evenings, weekends and holidays as needed. Balancing the demands of the job with personal health and wellness is essential.
- Understands and can manipulate website content management and social media. Commitment to seek out additional resources and continuing education to extend these skills.
- Ability to communicate with staff, trustees, donors, guests, and volunteers in a manner that reflects The Mountain core values and the staff covenant.
- Ability to give and accept constructive feedback to promote effective and efficient progress.
- Demonstrated ability to work in a fast-paced, dynamic environment and be a team player.

Supervised By: Executive Director

Supervises: Occasionally supervises other staff and/or volunteers

Collaborates: with all Mountain departments, staff, volunteers, Board of Trustees, Endowment Board, and the network of Mountain connections.

Job Performance and Accountability: New hires must read the Employee Handbook, and sign off on an understanding and acceptance of all policies and procedures. Upon commencement of employment, a new hire will work under a 90-day adjustment period. The suitability of the employee to the job and his/her fit with the community standards will be carefully assessed. This is a critical period for the employee to determine their own comfort level with the job and The Mountain. After this period, upon mutual agreement, the employee will convert to regular status and become eligible for all applicable benefits. A formal, annual performance review will be conducted by your supervisor.