



Position Title: Director of Retreat Center Operations

Terms: Full-time, year-round position

Start Date: January/February 2010

Supervised By: CEO/President of The Mountain Retreat & Learning Center

Supervises: Food Services, Technology, Facilities & Maintenance, and Guest Services Office

Summary: The Mountain Retreat and Learning Center (The Mountain) seeks a full-time, year-round Director of Retreat Center Operations to oversee all operational aspects of our retreat center, including food services, housekeeping, maintenance, technology and guest services.

The Mountain is located in the Blue Ridge Mountains, just outside the town of Highlands, North Carolina. Protected in a conservation easement, our 84 acre site at 4200 feet atop Little Scaly Mountain is a rare and pristine environment. Through the Retreat and the Learning Center, participants, staff, volunteers and Residents, share in experiences that increase their capacity to live lives of sustained commitment to the common good and lives that stem from a sense of meaning and purpose. The Mountain offers retreat groups and program participants reflective time in nature, a vibrant community that embraces pluralism, and an ethos of caring.

ESSENTIAL JOB FUNCTIONS:

The Director of Retreat Center Operations manages and coordinates the day-to-day operation of the facility.

- Works with the President/CEO of The Mountain to develop and meet organizational goals
- Supervises facilities/maintenance, food services, technology, and guest services
- Ensures that groups are welcomed and orientated to site
- Implements practices to increase revenue, reduce costs and improve service quality

EXPERIENCE

- Bachelor's Degree in relevant field
- 3-5 years of leadership and staff management experience in retreat center or similar environment
- Demonstrated competence in personnel management: staff hiring, supervision and development; experience with food service and hospitality preferred
- Experience with budget preparation, management and reporting; experience with nonprofit budgets a plus
- Proficient in Microsoft Office (Word and Excel)
- Skilled in Public Relations

QUALITIES

- Commitment to the mission and values of The Mountain
- Commitment to The Mountain's community standards which include embracing the diversity of staff, volunteers, and guests of all ages
- Commitment to leadership, creative problem-solving and attention to detail while not losing sight of a larger vision
- Understanding of and commitment to environmental stewardship
- Collaborative, collegial approach

REQUIREMENTS

- Due to the nature of the work, the Director of Retreat Center Operations is required to live in the vicinity of The Mountain
- Ability to work flexible, at times intensive hours, including evenings, weekends and holidays

COMPENSATION

Competitive salary is commensurate with experience. Benefits include: Group health insurance with employer contribution, group dental, vacation leave, and retirement savings plan.

FOR CONSIDERATION

Please explore our website (www.mountaincenters.org) before submitting your resume to gain a greater understanding of our work.

Please send resume with at least two references to:

The Mountain Retreat and Learning Center

Attn: Tom Warth, CEO/President

PO Box 1299

Highlands, NC 28741

Or email resume and references with “Operations Position” as the subject to:

tom.warth@mountaincenters.org

Please use email for any inquiries.

The Mountain Retreat and Learning Center embraces pluralism as a strength in our communities and our organization. We are an equal opportunity employer that has employment and volunteer opportunities without regard to national origin, religion, sexual orientation, disability, age, race or other characteristic that is prohibited by law.