



# CHIHOWA RETREAT CENTER

## Resident Manager Job Description

**Chihowa Retreat Center is a Midlands Mission Center, USA owned retreat center located just North of Lawrence, Kansas. We provide a non-alcohol, non-smoking, people friendly environment where all are welcome to worship and fellowship.**

We are looking for a person or couple that are self-starting, organized, and can manage a retreat center with a minimal amount of direct supervision.

### **Directly reports to:**

The President of the Board of Directors.

### **Offer:**

This is a year-round, part-time (up to 29 hours a week) position. Housing and utilities are provided at no cost. No health insurance benefits are currently provided. The hourly rate will be commensurate based upon experience.

### **Requirements:**

Must be, or be willing to obtain, Youth Worker Certification from the Community of Christ.

Must obtain annual state certification for the lagoon operations.

Must be at least 21 years of age.

Must be willing to abide by the enduring principles of the Community of Christ.

Must reside at the retreat center.

### **Experience:**

- 1.) Must have 5 years of experience in maintenance and repairs of equipment used for maintaining the retreat center, including but not limited to lawn mowers, tractors, weed eaters, chain saws, etc.
- 2.) Should have knowledge of Midwest winters and be able to winterize the retreat center, pool, buildings, and equipment.
- 3.) Must have experience with routine building maintenance including electrical, plumbing, roofing, framing, dry wall repair, etc.
- 4.) Must be familiar with basic computer use, including email, word, and other office related functions.

## **Duties:**

The Resident Manager is responsible for the safety, cleanliness, and upkeep of Chihowa Retreat Center. This includes, but is not limited to, the following:

1. Ensure that the retreat center operates within the established annual budget.
2. Plan, schedule, and implement a groundskeeping plan.
3. Manage all brush and tree cleanup when necessary.
4. Organize, plan, and schedule all Chihowa Retreat Center maintenance projects. Manage and review completed projects. Major repairs should be communicated to the President of the Board of Directors for review prior to initiating repairs.
5. Organize volunteer working groups designated to repair and construction projects.
6. Manage the reservation system of Chihowa Retreat Center.
7. Be completely knowledgeable about the operations of Chihowa Retreat Center. Process incoming calls and answer any questions asked about the Chihowa Retreat Center.
8. Manage all paperwork related to renting Chihowa Retreat Center including petty cash, expense reimbursements, invoicing, and collections.
9. Maintain the Chihowa Retreat Center Operations Manual, update when changes are necessary, and obtain approval from the board for changes.
10. Operate within all Chihowa Retreat Center Policies & Procedures. Recommend changes when the environment changes.
11. Plan for workdays and manage all the needed equipment and materials to complete projects at Chihowa Retreat Center.
12. Create, maintain, and follow the annual marketing plan to increase visibility for the Chihowa Retreat Center.
13. Maintain and provide frequent updates on the Chihowa Retreat Center social media sites.
14. Additional duties as discussed and agreed upon.