## Midlands Mission Center
### Position Description

<table>
<thead>
<tr>
<th>Date</th>
<th>April 11, 2020</th>
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<tbody>
<tr>
<td>Title</td>
<td>Chihowa Retreat Center Summer Specialist</td>
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<tr>
<td>Education Requirements</td>
<td>High School Diploma and/or High School equivalent. Progress towards Bachelors in related field (preferred).</td>
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<td>Experience Required/Desired</td>
<td>Experience in social media, project management, creating marketing plans and developing policy and procedure manual.</td>
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<td>Immediate Supervisor</td>
<td>President of the Chihowa Retreat Center Board of Directors</td>
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<td>Employment Status</td>
<td>Full Time (40 hours per week) 9 week minimum</td>
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### Summary of Position
1. Complete Campground Viability Assessment
2. Create a 3-year Marketing Plan and Business Development Campaign
3. Review and suggest enhancements to update social media marketing and communication
4. Research and recommend local business groups to be a part of to enhance business development for Camp Chihowa
5. Work on Camp Chihowa Policy and Procedure Manual also called the Resident Manager Manual
**Essential Functions**

We are looking for a person who is a self-starter and a deep thinker who thinks outside the box for maximum results. Experience or education in marketing services and building marketing plans a must. Understanding of social media and how it can affect business development.

Complete a Campgrounds Viability Assessment for Camp Chihowa.

Research and recommend local business groups to become members of to increase business development and prepare a 3-year marketing plan, synchronized with the Campgrounds Viability Assessment.

Social Media: Review and update the Camp Chihowa web site and research new aspects of social media.

Research, organize, write and document the policies and set up procedures for every aspect to run the operations of the Campgrounds. This includes, but not limited to grounds, equipment, maintenance and rental of the grounds to all legal compliances necessary.

**Competencies/Skills**

**Required**
1. Relates well with others
2. Ability to balance priorities
3. Action oriented
4. Functional/Technical Skills
5. Creativity
6. Managing and measuring work
7. Organizing and planning
8. Written and oral communications
9. Community of Christ identity, mission, message and beliefs
10. Mentoring/Coaching

**Desired**
1. Creative thinking
3. Works well with others
4. Communicates with others to research procedures and concepts
5. Listening
6. Writing skills

**Supervisory Responsibility**

- [ ] Yes
- [x] No

If yes, please say how many staff and what positions are being supervised.

**Other Duties**

1. Collaborate with President of the Board of Directors
2. Support and educate Board of Directors related to social media and policy & procedure manual
3. Create 3-Year planning to increase business development

**Registered Youth Worker**

Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date