Chihowa Retreat Center Executive Director

Job Description

Chihowa Retreat Center is owned by Midlands Mission Center, USA. It is located at 3553 Osage Rd, Perry, KS 66073 North of Lawrence, Kansas. We provide a non-alcohol, non-smoking, people friendly environment where all are welcome to worship and fellowship.

Directly reports to:

The President of the Board of Directors.

Offer:

This is a year-round, part-time (10-15 hours a week) position. No health insurance benefits are provided. The hourly rate will be commensurate based upon experience.

Requirements:

A background check is required.

Must have or 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.

Required to reside at the retreat center while the grounds are rented. On-site lodging is available.

Experience:

Must be familiar with basic computer use, including email, word, and other office related functions.
Duties:

The Executive Director is responsible for marketing, guest reservations/registry, problem resolution, and property cleanliness. This includes, but is not limited to the following:

1. Manage the reservation system of Chihowa Retreat Center.
2. Be completely knowledgeable about the operations of Chihowa Retreat Center. Process incoming calls and answer any questions asked about the Chihowa Retreat Center.
3. Maintain the Chihowa Retreat Center Operations Manual, update when changes are necessary, and obtain approval from the board for changes.
4. Create, maintain, and follow the annual marketing plan to increase visibility for the Chihowa Retreat Center.
5. Maintain and provide updates on the Chihowa Retreat Center social media sites.
6. Provide on-site leadership in the operation of the Chihowa Retreat Center. This includes: checking guests in and out and addressing their needs; and recordkeeping, including collecting reservation payments, invoicing, petty cash, and expense reimbursements.
7. Maintain building and facility checks and inventories.
8. Additional duties as discussed and agreed upon.