

BEN LOMOND QUAKER CENTER CO-DIRECTORS JOB DESCRIPTION

The Co-Directors of the Ben Lomond Quaker Center work cooperatively with the Board of Trustees to maintain a vital, spirit-led organization which speaks to the spiritual condition of Friends. Guided by the Center's mission statement, this organization provides witness to the value of operating a nonprofit business based on Quaker values.

The Co-Directors are directly accountable to the Board of Trustees and supervise all other Center staff and volunteers. In collaboration with the Board, they ensure that the long-range vision for the Center remains vital. They have full executive responsibility for the daily operation of the Center, the development of programs, and the implementation of policy. When needed, they recommend policy changes to the Board of Trustees.

This job description describes two full-time positions that each require an average of about 40 hours a week. The members of the Co-Directors may be hired together or separately. The Co-Directors live on site and, because they fill residential, "on-call" positions, their hours are not restricted to any scheduled time. The Co-Directors, in cooperation with the Personnel Committee, decide how to share the responsibilities here described. This division could be equal Co-Directors, or a Director and Associate(s). They are encouraged to frequently revisit the issue of division of labor, and to maintain a healthy balance between work and their personal needs.

Job Responsibilities to be shared between the Co-Directors

Accountability to the Board of Trustees

- ❖ Attend quarterly board meetings
- ❖ Prepare routine and special reports as necessary
- ❖ Work with the Board to implement a comprehensive fundraising strategy
- ❖ Represent Quaker Center at Quaker gatherings and to the general public
- ❖ Staff board committees, bringing forward information, concerns, and policy recommendations

Staff Management

- ❖ Recruit and, if necessary, terminate employment of all other Quaker Center staff
- ❖ Assume the functions of other staff in their absence
- ❖ Support and supervise staff (Office Coordinator, Housekeeper, Maintenance Tech and Maintenance Assistant)
- ❖ Establish and oversee performance standards and work safety standards for property management, preventive maintenance, housekeeping and other staff functions
- ❖ Administer personnel benefits

Program Management

- ❖ Annually develop a balanced annual schedule of about 12 or 13 weekend or 5-day programs
- ❖ Identify themes/topics/issues that speak to members of the Religious Society of Friends
- ❖ Identify prospective program facilitators
- ❖ Offer spiritual and pragmatic support for facilitators with program development

- ❖ Provide for administrative support for programs (correspondence, create program flyers, manage registration, supplies, cooks, etc.)
- ❖ Provide spiritual grounding and logistical support during all programs
- ❖ Special program responsibilities include:
 - Work with the Maintenance Technician to create, lead and staff the annual, 5-day, Family Work Camp.
 - Ensure the continuation and institutionalization of youth programs at Quaker Center
 - Oversee the development and staffing of outreach programs such as "Quaker Center on the Road"

Public Relations

- ❖ Encourage support of and attendance at BLQC programs among Friends through publicity, personal visits, and written correspondence
- ❖ Accommodate special needs of program participants and welcome all warmly
- ❖ Attend Pacific Yearly Meeting and College Park Quarterly Meeting gatherings to connect with Friends in the wider community
- ❖ Visit monthly meetings to nurture connection with BLQC
- ❖ Work with Development Committee to personalize appeal letters to donors

Administrative Management

- ❖ Collaborate with the Office Coordinator to manage reservations and bookings of Center facilities in a manner consistent with Quaker values
- ❖ Coordinate services for users: preparation of facility, hosting, supervision of final clean-up
- ❖ Assist the Maintenance Technician in caring for the buildings and grounds
- ❖ Oversee development of printed and web-based materials and correspondence
- ❖ Maintain website
- ❖ Maintain and enhance technological infrastructure (hardware, software, networking, phones)
- ❖ Oversee maintenance of necessary databases (especially mailing and fundraising data)
- ❖ Oversee maintenance of supplies and materials necessary for regular operations (the Maintenance Technician manages tools and repair materials)
- ❖ Oversee compliance with necessary government regulations
- ❖ Manage relationships with insurance and bookkeeping and other outside services
- ❖ Ensure compliance with state water treatment requirements
- ❖ Obtain food safety certification exam and oversee food safety in the kitchens
- ❖ Have valid driver's licenses

Financial Management

- ❖ Develop and administer annual budget in coordination with Finance Committee
- ❖ Maintain bookkeeping and accounting systems, including payroll, bill payment, receipt of payments, bank deposits, etc.
- ❖ Prepare financial reports
- ❖ File federal, state and local tax returns as required (with help of bookkeeper)

Qualifications

- ❖ Active in the Religious Society of Friends
- ❖ In accord with Friends values, beliefs, and decision-making practices
- ❖ Broad familiarity with Friends' organizations and meetings is highly recommended
- ❖ Demonstrated commitment to Friends testimonies of integrity, simplicity, peace, equality, unity and community
- ❖ Excellent written and verbal communication skills
- ❖ Supervisory experience
- ❖ Computer literacy (Windows, Quickbooks, Google docs)
- ❖ Familiarity with financial analysis and bookkeeping procedures
- ❖ Enjoys meeting and working with groups of people
- ❖ Physical Requirements. One or both members of the Director team must be able to:
 - Type and work at a computer
 - Walk two miles over steep, uneven terrain
 - Unload supplies from vehicles and move to storage/use sites
 - Move furniture during set up of facilities

Compensation

- ❖ Exempt, salaried position paid semi-monthly
- ❖ Housing, in the single family home next to the office, and utilities, including long distance telephone and internet
- ❖ Deferred compensation plan
- ❖ Three weeks of paid vacation per year (to be coordinated with other Quaker Center staff)

Term

Three-year commitment, renewable by mutual agreement