

**BEN LOMOND QUAKER CENTER
CO-DIRECTORS JOB DESCRIPTION**

To apply, email a cover letter and resume to search@quakercenter.org. See <http://www.quakercenter.org/about-us/employment-opportunities/> for application deadline and more information about Ben Lomond Quaker Center.

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 for the Co-Directors:

Accountability to the Board of Trustees:

- ❖ Attend all 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 concerns and policy recommendations

Staff Management:

- ❖ Recruit and, if necessary, terminate employment of all other Quaker Center staff; support and supervise their work
- ❖ Assume the functions of other staff in their absence
- ❖ Supervision of the administrative assistant.
- ❖ Establish and oversee performance standards and work safety standards for property management, preventive maintenance, housekeeping and other staff functions
- ❖ Administer personnel benefits
- ❖ Track expiration of any essential licenses for all staff

Program Management:

- ❖ Annually develop a balanced schedule of about 15 weekend and week-long programs
- ❖ Identify themes/topics/issues that speak to members of the Religious Society of Friends
- ❖ Identify and nurture program leaders and potential leaders
- ❖ Provide for logistical support for programs (correspondence, publicity, registration, supplies, cooks, etc.)
- ❖ Provide spiritual grounding and administrative support during all programs
- ❖ Special program responsibilities include:
 - 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"
 - Work with the Maintenance Technician to create, lead and staff the annual, week-long, Family Workcamp and other weekend workcamps that may be developed

Administrative Management:

- ❖ Handle 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 maintenance of current printed and web-based materials and correspondence
- ❖ 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
- ❖ Ensure compliance with 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
- ❖ Prepare financial reports
- ❖ File federal, state and local tax returns as required

Qualifications:

- ❖ Experience of and in accord with Friends values, beliefs, and decision-making practices
- ❖ Familiarity with Friends' organizations and meetings is 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
- ❖ CPR and First Aid certification
- ❖ Physical Requirements. One or both members of the Director Team must be able to:
 - Type and work at a computer
 - Walk two miles over uneven terrain, up to half at a 6% grade
 - Unload supplies from vehicles and move to storage/use sites
 - Climb ladders to clear gutters, change light bulbs, etc.
 - Move furniture during set up of facilities
 - Carry a 10-15 foot aluminum ladder
 - Load and unload garbage & recycling from 40 gallon cans to truck.

Compensation

- ❖ Exempt, salaried position paid semi-monthly.
- ❖ Housing and utilities, including long distance telephone and basic cable internet service
- ❖ 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