

**The Still Place, Inc.**  
PO Box 31, Hayesville NC 28904  
www.thestillplace.org

*The Still Place (TSP) is a growing 501(c)3 nonprofit organization in the Tusquittee Valley near Hayesville, NC, providing free retreats to families affected by serious illness.*

<b>Job Title</b>	Retreat Assistant	<b>Wage:</b>	\$10-\$12 / hour
<b>Reports To:</b>	Director of Operations		

### **Job Purpose**

This position assists the Program Director and Director of Operations with family retreats and the implementation of art, nature, spirituality, and Appalachian culture in order to provide rest, renewal, and re-creation to families with seriously ill children. The goal is to enhance resilience, hope, empowerment, and self-determination in children and their families and siblings.

### **Essential Functions**

#### **WELCOME STILL PLACE FAMILIES:**

- Clean The Still House after family retreats
- Prepare the house and perform a safety check prior to family arrival
- Prepare welcoming environment and special touches at The Still House for each family (may include putting prepared frozen crockpot meals in crockpot)
- Orient guests to the house, property, and community

#### **FAMILY RETREATS:**

- Conduct pre-visit family interviews by phone
- Assist with planning each retreat in conjunction with Director of Operations
- Assist with creating documented and reproducible Still Place Family Retreat activities and excursions that are age and illness appropriate which enhance our core values (resiliency, hope, empowerment, and self-determination)
- Execute TSP programming with safety as a top priority for guests, staff, and volunteers
- Coordinate TSP Family Retreat Team to assure all travel plans, excursions, family and volunteer schedules, and activities are confirmed and communicated to all involved
- Occasionally provide bathing and/or personal hygiene of children and guests with serious illness
- Take photos of activities that keep dignity of the guests in mind helping to make positive memories.
- Physically assist family with access in and out of house, vehicles, etc.

#### **FAMILY MEALS:**

- Assist with grocery shopping for picnics, etc.
- Assist with preparation of frozen meals for family retreats
- Assist children in baking and cooking activities

### **Qualifications**

#### **Mandatory:**

- High School diploma or equivalent
- CPR/BLS certification
- Childcare training and experience – Certification highly desirable
- Appreciate and respect children and understand the challenges of living with a serious illness in a child

- Understand the role of Appalachian culture, craft, heritage, and natural resources in the organization's mission of encouraging rest, renewal, resiliency, and recreation
- Understand the concept of facilitating a safe, supportive, and caring space for families

**Preferred:**

- Lifeguard certification desired but not mandatory
- Medical training, such as CNA, desirable but not mandatory

**Working Conditions**

- Weekends required
- Will work in temperatures above 100 degrees and below 32 degrees
- Will walk on slippery or uneven surfaces in and around the property and activity sites
- Will climb ladders and/or steps and work off elevated surfaces during each shift
- Noise level in the work environment is frequently loud

**Physical Requirements**

- Ability to continuously stand or walk
- Ability to bend, squat, climb stairs, and lift frequently
- Ability to lift up to 50 pounds occasionally
- Hiking, kayaking, and swimming will also be required occasionally