

*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 Director	<b>Wage:</b>	\$34,000 - \$40,000 salary
<b>Reports To:</b>	Director of Operations		

**Job Purpose**

This position provides comprehensive retreat planning and implementation to incorporate 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:

- Assist with cleaning The Still House after family retreats
- Prepare and host welcome dinners, if family requests (put frozen meal in crockpot)
- Perform a safety check prior to family arrival
- Prepare welcoming environment and special touches at The Still House for each family
- Orient guests to the house, property, and community

FAMILY RETREATS:

- Conduct pre-visit family interviews
- Plan each retreat in conjunction with Director of Operations
- Create documented and reproducible Still Place Family Retreat activities and excursions that are age and illness appropriate which enhance 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 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.
- Prepare frozen meals for family retreats
- Assist children in baking and cooking activities

FAMILY DATA:

- Maintain and update family database and populate all forms
- Process, organize, and maintain new referrals
- Develop and maintain referral source relationships
- Manage retreat scheduling including VRBO and Google calendars
- Manage all data and paperwork required by families in a timely and thorough manner
- Maintain security of documents and information

## MEETINGS

- Meet weekly with CEO and/or Director of Operations to plan activities and coordinate projects
- Attend weekly staff meetings
- Attend Board of Directors meeting when requested

## VOLUNTEERS

- Educate volunteers regarding mission critical aspects of being with families, illness, and age appropriate activities and behaviors
- Work with the Director of Operations to consistently train and appreciate retreat volunteers to maintain a quality volunteer team
- Supervise college, teen, and home-school volunteer groups

## SOCIAL MEDIA

- Help to oversee the Facebook and Instagram presence
- Work to ensure consistent posts to build our following

## NON-PROFIT OPERATIONS

- Participate with Director of Operations in planned and impromptu donor appreciation activities and community events
- In conjunction with the CEO, work with the Director of Operations to create relevant programming and promote community awareness
- Though secondary to TSP obligations, be involved in non-profit leadership organizations in Georgia

## FUNDRAISING

- Work with Director of Operations and CEO to develop and implement an annual fundraising plan that meets or exceeds goals established by the Board approved budget
- Work with Director of Operations to coordinate and/or assist CEO at fundraising and community events
- Assist with meal preparation for special events

## Qualifications

### Mandatory:

- College Degree highly desirable
- 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**

- Some 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