

JOB DESCRIPTION
Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE:	Summer Program Facilitator
DEPARTMENT:	Programs
SUPERVISOR:	Program Facilitator & Directors
FLSA CLASSIFICATION:	Exempt
JOB CODE:	5C, Seasonal Full-Time (Summer housing is included in compensation package.)

MO-RANCH MISSION STATEMENT

The mission of the Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

POSITION SUMMARY

1. Provide personal contact and administrative support to the Program Directors and conference staff prior to and during each event.
2. Provide administrative support for Program Directors as needed throughout the summer.
3. Serve as a Program Office liaison during all youth conferences.
4. Be a representative of Mo-Ranch at all times, exhibiting a loving Christian attitude to guests as well as co-workers, displaying the mission of Mo-Ranch in a visual manner.

ESSENTIAL JOB FUNCTIONS

Primary responsibility is to work with Program Directors and conference staff finalizing plans for and assisting in coordinating all Mo-Ranch sponsored summer conferences with particular attention to the events for youth. To include:

- Provide support for conference staff through phone and e-mail contact prior to each event.
- With the help and support of the Program Directors and Conference Directors recruit any staff still needed for each event (e.g. small group leaders).
- Program Facilitator is on call during assigned program events and is required to make decisions and take action regarding program issues, such as use of facilities, participant behavior, response to lost, sick or injured participants, and other duties as assigned.
- Work with the conference leadership to ensure all appropriate paperwork (including but not limited to: travel response forms, leadership agreements, release/health forms and background check authorization forms) are returned well in advance of the start of each event.
- Operate software (Megasy) to assist in managing the information for all Mo-Ranch sponsored summer youth conferences.
- Operate the word processing (MS Word) and spreadsheet (MS Excel) software necessary for correspondence, communication, related charts and data presentation for Mo-Ranch sponsored summer events.
- Work with Registrar and other staff in entering and maintaining computer files/accounts for each conference.
- Provide support during the conference by attendance at: staff/faculty orientation, registration, plenary sessions as needed, daily sponsor meetings, all evening activities and other events as necessary.
- Serve as the primary Program Office contact for emergency purposes after hours during Mo-Ranch sponsored summer youth conferences.
- This position requires regular and predictable attendance as an essential function of the job.
- This position requires on-site housing during the summer programming season.

SUPPORTIVE JOB FUNCTIONS

In addition to the performance of the essential functions, this position is required to perform a combination of supportive functions, with the percentage of time performing each function to be determined by the supervisor, based upon the particular requirements of the department and of Mo-Ranch. These supportive functions may include:

- Assistance at non-youth conference registrations.
- Assistance at non-youth conference events as necessary.

QUALIFICATION STANDARDS

Education

College Degree preferred.

Experience/Performance Standards

A minimum of two (2) year's experience in related field or general office is required. Good computer skills are required with an ability to learn new programs and applications easily. Prior experience with Mo-Ranch youth conferences is desired. Good references are required.

Grooming & Uniform

A neat and professional appearance is required at all times. The distinctive dress code of Mo-Ranch must be complied with.

Physical

Must be able to physically work 50 hours a week, drive a vehicle, lift 25 pounds, travel by private or public transportation.

- Must be able to meet insurance requirements of vehicle insurance carrier.
- Must be physically able to do all the functions required for normal office work and mobility at Mo-Ranch or other ranch-associated locations.

Work Schedule

Must be available to perform all duties required by conferences or Mo-Ranch at anytime deemed practical or necessary by Mo-Ranch.

- Compliance with a workweek of from 40-50 hours is expected including the availability to work weekends, evenings and holidays during the summer season.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances (e.g. emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Witnessed by:

Date