

## Assistant Director Position Description

<b>Date</b>	<b>December 2024</b>
<b>Title</b>	Assistant Director, Lake Doniphan Conference & Retreat Center (LDCI)
<b>Education Requirements</b>	Bachelor’s Degree in Hotel/Restaurant Management, Business Administration, or a related field.
<b>Experience Required/Desired</b>	Minimum of two to five years successful and progressive management experience in a camp, resort or retreat center environment, or an institution (school, health care facility, etc.).
<b>Immediate Supervisor</b>	Executive Director
<b>Employment Status</b>	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: <a href="#">Click here to enter text.</a>

<b>Summary of Position</b> <i>(3-4 sentences describing the position in general terms)</i>	<p>Lake Doniphan Conference and Retreat Center is looking for a talented, motivated, and detail-oriented individual to support the management of our 300-acre facility located at the northeast edge of the Kansas City Metropolitan Area in northwest Missouri. Responsibilities include but are not limited to, the supervision of personnel and supporting operations (administrative, kitchen/dining, hospitality, and facilities) up to and exceeding the satisfaction of the guests.</p> <p>This position will be responsible for supporting the overall operations of Lake Doniphan Conference &amp; Retreat Center—in accordance with Community of Christ requirements and applicable safety, health and accreditation standards—in order to serve the needs of patrons and guests. We have a no tobacco/alcohol/drug/weapons use policy for all Community of Christ properties and facilities and the successful candidate is expected to uphold this policy to all users and employees of the grounds. This ACA accredited facility offers full-service housing, dining, and recreational services for more than 13,000 user days each year. Residence on the grounds may be an option</p>
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	<p>but is not required; residence within 20 minutes of the campground is expected. Must have a flexible schedule with the ability to work nights, weekends and holidays as needed, and the ability to fill in for other staff roles in their absence. Please include pay range expectations.</p>
<p><b>Essential Functions</b>  <i>(List as many specific responsibilities and duties as required, with a minimum of 5)</i></p>	<ol style="list-style-type: none"> <li>1. Assist with daily leadership in the operation of Lake Doniphan to serve its programs, Community of Christ groups, and organizations with similar missions. This includes interviewing, hiring and management of some personnel, and support of operations (administrative, food and hospitality services, facilities and grounds maintenance, program staff, summer staff, etc.).</li> <li>2. Ensure that Lake Doniphan policies, procedures and ethics are adhered to, ensuring safety for guests and employees.</li> <li>3. Lead by example by maintaining positive working relationships with all Lake Doniphan employees and by regularly working alongside staff and performing tasks when staff are not available (washing dishes, hauling trash, cooking, making beds, painting, etc.).</li> <li>4. Inspire a team-oriented environment that fulfills the mission and success of the organization.</li> <li>5. Work with the Executive Director to develop and implement a visionary business plan for the property, in consultation with the Board of Directors.</li> <li>6. Responsibilities may include but are not limited to supporting marketing to potential user groups, organizing facility use, maintenance of facility buildings and grounds, providing outstanding hospitality for facility guests, expense control, and creating a positive environment for guests and employees.</li> <li>7. Support the Executive Director in administrative functions such as phone contact for booking inquiries, guest needs assessment, quote development, scheduling facilities usage, booking follow-up, scheduling event arrivals and departures to avoid conflicts, invoicing, menu development, food ordering, cooking, cleaning, invoicing, collecting payment, etc., as assigned.</li> <li>8. Provide assistance and support for the funding development efforts of the Board of Directors, including identification, cultivation, and stewardship of current and potential donors.</li> <li>9. Uphold the sponsoring organization's no tobacco/alcohol/drug/weapons use policy to all guests and employees of the grounds.</li> <li>10. Responsible for all other duties that may be assigned.</li> </ol>
<p><b>Competencies/Skills</b>  <i>(List knowledge, skills, and abilities necessary to perform job, including physical demands,</i></p>	<ol style="list-style-type: none"> <li>1. A commitment to Community of Christ and Lake Doniphan missions, philosophies and values.</li> </ol>



<p><i>with a minimum of 5 required and 3-5 desired)</i></p>	<p>2. Skilled with Microsoft Suite, especially Outlook, Excel and Word. Able to learn new software quickly and independently.</p> <p>3. Excellent business management and analysis skills for a dynamic and complex organization including organizational and follow-through skills with attention to detail.</p> <p>4. Ability to establish and monitor a team-oriented environment; to provide staff leadership to fulfill organizational goals and objectives.</p> <p>5. Excellent communication skills: verbal, written and listening; provide front-line leadership for public relations initiatives and marketing efforts; possess excellent grammar, punctuation, and proof-reading skills with command of the English language.</p> <p>6. Understanding of the camping and hospitality industries with some experience in building maintenance and food preparation.</p> <p>7. Ability to lift 50 lbs.</p>
<p><b>Supervisory Responsibility</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Staff numbers range from 0 to 25 or more, seasonally.</p>
<p><b>Background Check</b></p>	<p>A background check is required at the time of job offer and before work commences.</p>
<p><b>Registered Youth Worker</b></p>	<p>Employee is required to be a registered youth worker with Community of Christ before employment begins.</p>
<p><b>Anti-Harassment Training</b></p>	<p>Employee is required to complete employer provided anti-harassment training within 30 days of hire and annually thereafter.</p>
<p><b>Ministerial Status</b> <i>(to be determined by Human Resource Ministries)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><b>Overtime Status</b> <i>(to be determined by Human Resource Ministries)</i></p>	<p><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p>

