



165 Lakeview Drive, Highland Lake, NY 12743 Office (845) 456-0214 www.koinoniany.org info@koinoniany.org

Position Title: Associate Director

Position Classification FLSA: Exempt

Start Date: April 1, 2024

Salary: \$65,000-70,000

Benefits:

Portico Silver Health Care Plan, 6% of salary put into Portico retirement account, 3 weeks paid vacation (during off season) + 12 additional days off for National Holidays, 1 sick day per month that accrues until the end of the year. As this job requires an on-site presence, housing will be provided in the agreement based on household size.

Supervisor: Executive Director

Evaluation: The Executive Director will evaluate the Associate Director for the first year on a three-month basis and annually after the first year.

Position Summary: The Associate Director is a leadership position working with and assisting the Executive Director in the areas of administration, program, retreats, and events.

Qualifications:

- Supervise, support, and provide spiritual guidance to Food Service Manager, and Facilities Manager and program staff throughout the year.
- Four-year college degree plus two-year post college relative work or life experience
- Has a commitment to the ministry of the ELCA and its expression at Koinonia and aligned with Koinonia's mission.
- Able to execute all hospitality offerings year-round
- Strong organizational and task management skills.
- Able to communicate well with staff and guests by phone, email, and in person.
- Proficient in computer software systems and management
- Knowledge of the ministry of hospitality and its direct relationship to our guests and staff.
- Able to lift up to 25 pounds and over 25 pounds with proper training and education.



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The Associate Director's Responsibilities Include:

Administration

- Supervise, support, and provide spiritual guidance to Food Service Manager, and Facilities Manager and program staff throughout the year.
- Oversee and coordinate operations of the camp in cooperation with the Executive Director including oversight of specific year-round staff and human resource needs for summer staff and programs, programmed retreats, and retreat rentals throughout the year.
- Plan and lead weekly meetings, with Food Service Manager, Facilities Manager, and Office Manager to ensure quality events or retreats, including all aspects of service: catering, calendaring, staffing, themes, media, housekeeping, laundry, etc.
- Attend all Marketing/Outreach and Facilities/Management team meetings.
- Coordinate American Camping Association process in conjunction with the Executive Director, Facilities Manager and Food Service Director.
- Coordinate the New York Department of Health certification process, annual fire inspection, and Sullivan County Childcare Council inspection.
- Coordinate with Office Manager regarding calendar, registrations, billing, invoicing etc.
- Human Resources – Hire, secure background check, bring on-board, train, supervise, evaluate, and support.
- Help prepare budget with Executive Director and Treasurer.
- Take deposits to the bank on Mondays and Fridays and more frequently if needed.
- Monitor budget needs and constraints.
- Other duties as assigned by the Executive Director.

Retreat Ministry

- Develop a comprehensive vision and strategy for a year-round intergenerational hospitality ministry in cooperation with Program Task Forces.
- Execute all hospitality offerings year-round.
- Assist in marketing strategy and social media presence.
- Host weekend retreats and provide programming if requested.



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The Associate Director's Responsibilities continued:

Nature Camp Program

- Develop daily/weekly Nature Camp schedule.
- Hire Program staff and lead staff training.
- Plan curriculum that includes character development, bible study, and leadership development.
- Assure that all programming complies with health and safety standards and is culturally relevant.

Please send a resume and two letters of reference to
info@koinoniany.org

If you have any questions, you are welcome to call the Executive Director (845) 456-0214

Koinonia is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Koinonia will provide reasonable accommodation for qualified individuals with disabilities.