

WORLD FELLOWSHIP CENTER

P.O. Box 2280
Conway NH, 03818
www.worldfellowship.org

Position: COVID Safety Officer

About The Organization:

World Fellowship Center is an intergenerational, educational, rustic retreat center in a camp-like environment that promotes peace and focuses on social justice programming. It is set in the spectacular natural beauty of New Hampshire's White Mountains. Since 1941, World Fellowship has been a hub of progressive activity in the Northeast and a space for brave and challenging conversations; a multigenerational vacation destination that offers regeneration of mind, body, and spirit beside a pristine woodland lake in the shadow of Mount Chocorua.

Mission and Vision

World Fellowship Center promotes social justice and connections between people, communities, and nature through education, recreation, and creative expression. We envision a world where people are deeply rooted in their shared humanity and the pursuit of justice.

World Fellowship Center is an equal opportunity employer - we encourage and celebrate diversity in all forms and are committed to holding a healthy, brave, collaborative space for staff and community.

Position Summary:

The COVID Safety Officer is responsible for overseeing and executing 2022 COVID safety protocols at WFC. This includes communicating and confirming pre-arrival procedures with visitors and employees, working closely with the Executive Director to keep practices up to date, working closely with department heads to ensure compliance, and overseeing safety and sanitation of common spaces. This position sits on senior staff and collaborates with the Executive Director and other leadership positions, reporting directly to the Executive Director.

Covid Safety Officer contract is from mid June - Early September. Priority is given to candidates who will be available for that entire window.

Key Responsibilities:

- Monitor CovidSafety email address and answer all visitor and employee questions about COVID safety
- Ensure compliance with COVID safety protocols onsite
- Track COVID resources, updates, and outbreaks, both locally and upon visitor request in other regions; communicating with local agencies when necessary
- Purchase and distribute all COVID safety equipment and materials, working within the assigned budget.
- Oversee the safety, sanitation, and supply distribution of all common spaces

- Execute quarantine, testing, symptom checking and contact tracing policy
- Use announcements, visual aids, and meeting time to clarify and reinforce policies
- Give compassion, support, and clarity to anyone with complaints or concerns over COVID policies
- Attend and participate in weekly staff meetings and weekly senior staff meetings
- Additional duties as assigned

Qualifications:

- Experience working in an environment where Covid Safety protocols were strongly enforced
- Strong understanding of COVID safety practices and procedures
- Good research, summary, and writing skills
- Alignment with World Fellowship’s mission and vision and a desire to work alongside a team striving for a more just world
- Strong collaboration, written and verbal communication skills
- Time management skills and a desire for efficiency
- Ability to receive feedback while remaining collected and approaching interactions with a desire to problem-solve
- Proficiency working with microsoft suite, google suite, and other information technology
- Regularly move across campus, indoors and outdoor
- Have a current COVID-19 vaccine
- Good humor, patience, and grace

Desired Skills and Qualities:

- Previous experience enforcing Covid Safety plans
- Public health knowledge

Compensation:

\$15-\$17 hourly, depending upon experience. Room and board provided.

2022 is an exciting year for WFC with a new Executive Director and leadership team. We hope to have a team that is as committed to the social justice mission of the organization as we are.

Application Instructions:

[Please fill out this google form.](#) If you have any questions or difficulties with the form, please contact [hiring@worldfellowship.org](mailto: hiring@worldfellowship.org).