

WORLD FELLOWSHIP CENTER

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

Position: Staff and Volunteer Coordinator

About The Organization:

WFC 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 Staff and Volunteer Coordinator is responsible for planning and executing seasonal staffing systems. This includes coordinating staff/volunteer training sessions and fun staff outings, facilitating meetings, organizing volunteers, and ensuring adequate staffing throughout departments. Pre and Post season, this position will coordinate and oversee work weekend activities as assigned. The Staff and Volunteer Coordinator should meet regularly with senior staff as well as touch base with all supporting staff members. This position is also responsible for ensuring all hiring and payroll paperwork is filled and processed correctly. Staff and Volunteer Coordinator is the primary contact for all seasonal staff positions. This position sits on senior staff and reports directly to the Executive Director.

Staff/Personnel Coordinator contract is from mid May - mid September. Priority is given to candidates who will be available for that entire window. Housing is available at WFC during the summer season, work week will be 6 days per week including night and weekend hours.

Responsibilities:

- Plan and execute seasonal staff onboarding and orientation.
- Support department supervisors in creating weekly department schedules and schedule swing and other staff as required.

- Meet individually with all staff members to review job performance, needs and expectations. Address any individual issues, questions and concerns promptly.
- Oversee staff housing assignments and maintenance.
- Support other senior staff members in training and orienting crew members to best practices and procedures. As needed, schedule for breaks and meals, create team building opportunities, and support the needs and well being of the staff.
- Ensure compliance with all state regulations relating to labor and safety.
- Along with the leadership team, create and affirm staffing policies and practices that are actively aligned with WFC's mission and vision.
- With Executive Director consultation, address interpersonal conflict, harassment, and grievances.
- Continually create practices that ensure all staff are seen, supported, and appreciated.
- Schedule, plan, and facilitate activities for staff.
- Collect weekly timesheets (review for any mistakes or inaccuracies), report hours to payroll services. Ensure that paychecks are distributed to staff in a timely and accurate manner, as per published payroll schedule.
- Take part in routine meetings with members of the Executive Director and leadership team.
- Organize and facilitate weekly staff meetings.
- Coordinate seasonal setup and shutdown projects, including scheduling and executing volunteer weekends as assigned.
- Additional duties as assigned.

Qualifications:

- Experience supervising staff and volunteers of all ages and experience levels
- Experience supporting and training others in leadership positions
- Information technology skills
- Willingness to step into unfamiliar roles when necessary and challenge one's own comfort zone
- Alignment with World Fellowship's mission and vision and a desire to work alongside a team striving for a more just world
- Strong communication and collaboration 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
- Ability to move across campus, indoors and outdoors, multiples times per day including frequent stair use
- Have a current COVID-19 vaccine
- Good humor, patience, and grace

Desired Skills and Qualities:

- Human Resources experience
- Equitable hiring and management practices training/experience

Compensation:

\$775-\$825 weekly salary, 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 send a brief cover letter detailing your reasons for interest in this position and a resume to hireing@worldfellowship.org.