



Job Description *We create environments to proclaim the gospel*

Date: August 2021

Position Title: Associate Property Director

Reports To: Property Director

FLSA Status: Exempt Non-exempt

Job Summary:

As Cedarmore's Associate Property Director, your primary responsibility is to consistently develop our staff into servant leaders and our guest into fans through strategic leadership and in cooperation with the Property Director.

Essential Job Functions.

1. (10%) Develop staff professionally, personally and spiritually; includes primary responsibility for our Intern Program and strategic coaching to motivate all staff to thrive within Crossings Values
2. (50%) Cedarmore Program Operations: primary responsibility for strategic planning, recruiting, cross- entity collaboration, on-going evaluation, summer missionary leadership, POI's, as well as program specific systems, processes and schedules (including where these things support retreat operations such as: retreat staff, retreat activities, programmed events outside of summer, etc.).
3. (15%) Crossings-wide Aerial Adventure: primary responsibly for inspections and permitting, scheduling and invoice approval for vendors, developing and maintaining policy and records, internal training and enforcement of polices as well as strategic development of long-term infrastructure
4. (15%) Cedarmore Retreat Season Operations: support responsibility for retreat sales/booking
5. (10%) Represent and coordinate marketing and communication efforts between Cedarmore and the Communications Team including accurate/helpful/quality website info, printed and video ads/displays/signage around property, social media campaigns, public speaking, etc.

Skills:

-  Able to motivate and unify summer missionaries to persevere and excel in demanding environments
-  Able to inspire staff to thrive inside Crossings Values and hold them accountable to doing so
-  Able to acquire actionable feedback from staff/guests and creatively generate strategies in response
-  Able to manage timelines and organize resources to meet personal and Crossings-wide objectives
-  Able to collaborate and influence Crossings-wide as well as across on-property disciplines
-  Able to passionately represent Crossings Mission and Values to anyone, anytime, anyplace

Work Experience:

-  3 Years Camp Experience
-  3 Years Leadership Experience

Education: Check only the highest education degree required for this job.

High School Associate or Technical Bachelor Masters

Passions/Interests: Passion for leading and developing people