

## **Partner Organization Recruiter**

This document identifies the major responsibilities of this position. It is written to describe work currently organized and performed by a fully qualified employee who possesses the knowledge, skills, and experience required by the position.

### **Overview of position: Partner Organization Recruitment**

The Recruiter assists the Committee for Outdoor Ministries to identify, nurture relationships with, and secure Partner Organization use of Camp Mimanagish. The Recruiter reports directly to the Conference Minister and fits into a team that includes the Committee for Outdoor Ministries, Board of Directors, and staff. The scope of recruitment contacts includes partnership organizations, community organizations, colleges, and as well as non-profits and other organizations. The Recruiter will maintain a thorough knowledge and understanding of general business, office, and Conference procedures.

### **Qualifications:**

- High School Diploma or GED, college or Camp Director certification preferred
- Management experience, background in camping programs,
- Ability to deal effectively and collegially with others
- Proficient at managing personnel,
- good speaking skills, good listening skills,
- takes initiative, follows through on responsibilities,
- subject to background check

**Terms of work:** January through June 2019, up to 400 hours total, non-exempt

**Compensation:** salary \$6000,  
10% of \$50,000 or above in contracts brought in by this position

**Travel:** travel to be pre-approved at conference protocols up to \$750, hours of travel unpaid

**Responsibilities:** Minimum expectations for this position would include, but are not limited to:

- Develop and execute a marketing and recruitment plan with approval by the Committee for Outdoor Ministries and in coordination with the Conference Administrator
- Interpret rental protocols to prospective partners, and refer any requested negotiations to the Conference Minister
- Follow social media, document sharing, and record keeping protocols maintained by the Conference office in coordination with the Conference Administrator
- Work with Conference Administrator to update contact lists of participants, friends of Mimanagish, and donors
- Quarterly report to Board of Directors
- Weekly report to conference minister
- Stay within project budget and coordinate purchases with Conference Administrator

- Send receipts and bills to Jennifer Penfield in Conference office within 2 weeks of expense
- Maintain database of contacts and document progress with each contact
- Coordinate camp calendar with staff and Committee for Outdoor Ministries
- All contracts are to be submitted to the Conference minister for approval

### **Additional Responsibilities**

Data base information held by the Conference may not be shared or used for any purposes beyond the scope of this recruitment project. This position description does not include all aspects of the position such as potential additional duties requested by supervisors/managers and the requirement for flexibility in helping others for the Conference's overall benefit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Montana-Northern Wyoming Conference UCC**

### **Recruitment Employment Letter addendum**

**Employer:** Montana-Northern Wyoming Conference, United Church of Christ  
2016 Alderson Ave.  
Billings, MT 59102 406-656-8688

### **Employee:**

The Recruiter is a non-exempt employee of the Montana-Northern Wyoming Conference of the United Church of Christ, which does not discriminate on the basis of race, creed, gender, national origin, or sexual orientation. This position is subject to the most recent Personnel Policy of the MT-NWY Conference UCC.

**Employment Date:** January 1, 2019

**Hours:** 400 total

**Wages:** \$15 per hour (paid once a month), plus 10% commission of \$50,000 or above in contracts brought in by this position

**Supervisor:** The Recruiter reports directly to the Conference Minister and works in cooperation with the Committee for Outdoor Ministries and Board of Directors

**Termination:** This employment may be terminated by either party with 30-day written notice.

**Tax Information:** W-4 forms must be filed with the Conference Office at the beginning of employment. W-2 forms will be issued in late January. Any changes to your information on a W-4 form will require a new W-4 form to be completed and submitted to the Conference office.

**Documents to be reviewed during orientation:**

_____	Job Description for Recruiter position
_____	MT-NWy Conference Personnel Policy
_____	W-4 Form
_____	Montana State Revenue form
_____	Verification of citizenship status
_____	Background check application (position subject to background check)
_____	MT-NWy Conference UCC financial protocols