

*The Mountains are Calling and I must Go.*

John Muir

## *MIGHT THE MOUNTAINS BE CALLING YOU?*

Spirit Mountain Retreat, a non-denominational spirituality and meditation center, is receiving applications for the full-time position of Executive Director.

### *Location~*

Spirit Mountain Retreat (SMR), a small retreat center, is situated in the beautiful mountain community of Idyllwild, California, within the San Bernardino National Forest and San Jacinto Mountains. Idyllwild is home to around 3500 residents and draws visitors from Palm Springs, San Diego and Los Angeles areas who come for quiet, hiking and to enjoy the mountain air. It is also home to the Idyllwild School of the Arts and to many musicians and artists. The Center has been in existence as a non-profit 501(c)3 since 1985 as Colombiere Retreat Center and as Spirit Mountain Retreat since January, 2005.

### *Our Facilities ~*

Spirit Mountain Retreat is open year round, welcoming individuals for their own private retreat time, small group retreats, month sabbaticals, retreat/program offerings, and counseling/spiritual guidance. Located on two-thirds of an acre, the facility comprises a *Main House* with two bedrooms, meditation room, living room with a fireplace, common kitchen and a business office. SMR is a small center with space for only four guests at a time.

Up a short path is the *Hill House* with a private bedroom and bath adjoining a large sitting room, which is also used for programs and meetings. This space looks out over the *Contemplative Garden*, which offers guests the opportunity to enjoy solitude and communion under the Ponderosa pines.

Adjoining the *Main House* is *Hildegard's Hermitage*, a small apartment with separate entrance, bedroom and bath upstairs, a sitting room on the first floor and a small private deck. This apartment is available for 30-day sabbaticals and for extended private retreats. In all, there are four private bedrooms/baths for guests and a meeting room with capacity for 15 to 18 guests, depending on the experience. Also adjoining the *Main House* is a second small apartment with separate entrance, bedroom and bath upstairs and sitting room downstairs that serves as the *Director's Residence*.

### *Our Vision ~*

As we awaken to the power of who we are, we come to see that our personal story is connected to a larger story, a Planetary Story, a Universe Story. As we embrace and live in the larger story, we find our place within it and become open to the feelings of

compassion, justice and peacemaking. We become One with Divine Consciousness.

*Our Mission~*

Our mission is to create a space for individuals to enter into quiet reflection, awaken to their inner story and attune to their life energy.

### *We Seek~*

In the Executive Director we seek a person of vision and creativity, knowledge and appreciation of diverse spiritual and cultural traditions, respect for each person's spiritual journey and experience in spiritual direction. We seek someone who can create an atmosphere of welcome and hospitality and cultivate relationships of support and trust with the guests who come for retreat and with members of the larger Idyllwild Community.

### *Responsibilities Include~*

- Planning and executing retreat programs, workshops and events consistent with the Vision and Mission of Spirit Mountain Retreat
- Overall responsibility for the administration, operation and programming of the facility
- Facilitating marketing efforts, including public relations, advertising, and on-going development of Spirit Mountain Retreat
- Working with the Board of Directors to procure grant funding

Having completed two years as co-director, and eight years as Executive Director of Spirit Mountain Retreat, Esther Kennedy retired from her position in June of 2013. As we continue our search for an Executive Director, the SMR Board asks you to consider whether you or someone you know may be *just the person* to guide Spirit Mountain Retreat into this new time of promise and possibility.

*We ask you to hold this intention in your mind and heart.*

*Blessings and Peace*

Carol McClintic  
SMR Board Co-Chair  
Visit: [www.spiritmountainretreat.org](http://www.spiritmountainretreat.org)

### *To Apply~*

A complete application consists of a letter of intent, a curriculum vita and three letters of recommendation. Send completed application to:

#### **Spirit Mountain Retreat**

Attn: Carol McClintic, SMR Board Co-Chair

P.O. Box 676

Idyllwild, CA 92549-0676

or email application to: [carolmcclintic@me.com](mailto:carolmcclintic@me.com) (pdf file preferred)

# **Spirit Mountain Retreat**

## **Executive Director**

### **Job Description**

#### **Overview of principal duties and responsibilities**

##### **Hospitality**

The daily operation of the Center is directed to provide a welcoming environment for each person coming for retreat. Each guest is greeted upon arrival and provided an orientation to our facilities and programs. We assist them in creating their time of retreat or sabbatical as needed and requested. For overnight guests and program presenters, we prepare billing statements, collect fees and provide evaluation forms. In addition, some shopping and meal preparation may be required. Coordination of transportation for out of town guests may also be necessary.

##### **Programming and Marketing**

Program and marketing of the retreat's facility and activities is a primary objective for the Executive Director. She/he plans, develops and manages current and future program offerings in alignment with our vision and mission. This includes inviting presenters and negotiating stipends and associated program requirements.

The Executive Director is responsible for creating program descriptions, e-mail communication and calendar updates. She/he works closely with website personnel regarding website content and with the individual hired to design fliers, ads and to keep Spirit Mountain Retreat's Facebook page current and informative. In addition, we place a high value on our relationships with our local community and the Executive Director takes a lead role in this area.

##### **Financial and Board**

The Executive Director works closely with the Administrative Assistant/Bookkeeper to ensure financial records are accurate and complete; that utilization reports for individual retreats, programs and group experiences are up to date; that payroll, 990s, 1099's and other tax reports for the IRS are handled in a timely manner. The Executive Director also works closely with the Board of Directors in short and long-term planning and direction, including spring and autumn fund-raising campaigns, general fund-raising and grant writing.

##### **General Managements/Supervision**

The Executive Director hires, supervises, and evaluates staff, including our part-time Administrative Assistant/Bookkeeper. In addition she/he oversees maintenance and upkeep of building and grounds. She/he also works with the Volunteer Coordinator for recruitment and supervision of volunteers. The ED sees that records of volunteer hours and in-kind contributions are kept.

## **REQUIREMENTS**

### **Education**

- Masters degree (preferred) with a background in administration, counseling and/or spiritual direction, meditation, spirituality/theology with an inclusive perspective

### **Experience, Knowledge, Skills and Abilities**

- Significant managerial experience in an administrative position
- Strong interpersonal, communication and decision-making skills
- Creativity in retreat and program planning
- Lead and present various programs
- Counseling and/or spiritual direction, meditation practice
- Working knowledge of major trends in spirituality, mindfulness practice, cosmology and the evolutionary story of the Universe
- Collaborative leadership style with ability to maintain good relationships with the Board of Directors and others
- Strong written and oral communication skills

### **Physical**

- Due to our rustic mountain setting, the ability to walk on uneven ground and steps, tend a wood stove, and perform tasks of lifting, pushing is necessary.
- Being sighted and capable of hearing is also necessary

### **Working Conditions**

- The position is full-time and requires flexibility in scheduling since the presence of the Director is essential to the overall operation of the Center

### **Accountability**

- Accountable to the Board of Directors of Spirit Mountain Retreat

### **To Apply:**

A complete application consists of a letter of intent, a curriculum vita and three letters of recommendation. Applications accepted through March 15, 2014.

Send completed application to:

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Attn: Carol McClintic, SMR Board Co-Chair

P.O. Box 676

Idyllwild, CA 92549-0676

or email application to: [carolmcclintic@me.com](mailto:carolmcclintic@me.com) (pdf file preferred)