

# THE WHIDBEY INSTITUTE

## POSITION OPENING

**Title:** Programs Host

**Compensation:** \$46,000-\$52,000, 32 hours per week

**Location:** Onsite, Whidbey Institute, Clinton, WA

**Application deadline:** Priority submission May 24th, 2023. Position open until filled.

[APPLY HERE](#)

## WHO SHOULD APPLY

You are excited to engage with Whidbey Institute's adult and youth development programs, our program partners and participants, and our community. You offer a welcoming presence to all who visit the Whidbey Institute and are a natural host who brings curiosity and care to your work. You are responsible for the safety and wellness of groups of all sizes including any emergency needs of our guests. You are comfortable handling emergent issues and can balance competing commitments.

### Desired:

- Calm response in busy situations
- Effective in conflict management and decision-making
- Background in first aid and emergency response
- Knowledge of adult and youth development, retreat center operation, or volunteer engagement are a plus.

## KEY RESPONSIBILITIES AND ROLES

The day to day work of the Programs Host is varied and variable and is busiest when programs are arriving and departing.

### *Hosting and Logistics*

- Provides first response for programs, community events, and visitor needs.
- Creates logistics plans for programs and coordinates with appropriate roles.
- Welcomes program partners and participants, orienting visitors to Whidbey Institute history, logistics, and culture.
- Coordinates meal service and housing details.
- Coordinates meeting setup and breakdown.

### ***Emergency Preparedness and Response***

- Responds to emergent needs and requests of program leaders and participants.
- Participates in CPR/First Aid training to keep certification up to date.

### ***Contracts and Registration***

- Builds registration page for each program and supports guest registration experience.

### **You may experience the following physical demands for extended periods of time:**

- Working outdoors, including frequent exposure to seasonal weather conditions.
- Sitting, walking, and standing, including walking up and down steep hills and stairways.
- Lifting, carrying, pushing, or pulling objects up to 40 pounds.
- Driving a golf cart and van. Must have a valid driver's license.

## **ABOUT WHIDBEY INSTITUTE**

Whidbey Institute is a home for transformational learning and a 501(c)(3) educational nonprofit. Our mission is to nurture the conditions for transformational learning, and our purpose is to be a Place for those called by the responsibility and transformative potential of these times.

We partner with a network of program leaders working in the areas of generative leadership, ecosystem vitality, community resilience, and more to offer one-day and multi-day workshops, conferences, and retreats. Our 106-acre conservation forest campus on South Whidbey Island is open to the public and features integrated gardens and a four-mile trail network.

The Whidbey Institute is committed to the principles of equal opportunity. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

## **ORGANIZATION AND CULTURE**

In response to the world's need for systems that liberate more human energy for the work that matters most, we have grown into a unique (and rather remarkable!) structure. We use the [Holacracy](#) Constitution to govern our operations and an explicit Social Agreement to consciously evolve our culture. We invite applicants with experience or interest in self-organization and distributed leadership who are willing to learn new ways of organizing how we work together.

Our system relies upon each of us within the organization to sense and respond to challenges, tensions, and opportunities with creativity, resourcefulness, and whole-hearted presence. We value open communication, inclusivity, and equity. We look for team members who are invested in further developing their interpersonal skills, and are committed to self-reflection and continuous improvement in their work.

## **COMPENSATION AND BENEFITS**

The regular hours for the position are 32 hours a week.

The benefits package includes paid vacation/paid holidays/paid sick leave, a paid winter break, a sabbatical policy, a professional development stipend, and subsidized attendance to Whidbey Institute offerings. *This role requires you to be primarily on-site at Whidbey and may include housing as part of the compensation package.*

## **TO APPLY**

Applications will be reviewed and considered on a rolling basis.

Step 1: Fill out the [application form](#)

Step 2: Email [work@whidbeyinstitute.org](mailto:work@whidbeyinstitute.org) with the following:

- A resume
- A letter of interest highlighting the following:

What excites you the most about the Programs Host position at the Whidbey Institute?