



## **POSITION OPENING**

**Title:** Resident Host

**Compensation:** \$46,000-\$56,000, 32 hours per week, plus on call duties. Housing provided.

**Classification:** Full time, exempt

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

**Application deadline:** Position posted February 3, 2023 - 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 are interested in both people and place, our 106 acres of conservation forest. You offer a welcoming presence to all those who visit the Whidbey Institute and are a natural host that brings curiosity and care to your work. You are self-directed and have the capacity to thrive while being alone and while also being responsible for the safety and wellness of groups of all sizes including the emergency needs of our guests 24/7. You are comfortable handling emergent issues and can balance competing commitments.

Basic repair skills and background in first aid and emergency response are desired. Knowledge of adult and youth development, retreat operation or volunteer engagement are a plus.

## **KEY RESPONSIBILITIES AND ROLES**

The day to day work of the Resident Host is varied and variable. It is busiest when programs are arriving and departing. Because of our distributed leadership structure, the person holding this role may also take on roles within other teams (ie Hosting and Logistics, Place, Community) This position might also lend itself to a couple who would share the Resident Host role and then individually take on roles in Hosting and Logistics or Place teams.

***Resident Caretaker***

- Live on-site and provide first response for program, community events and visitor needs. Must be available 24/7 unless coordinated with another staff to cover.
- Calm response in busy situations, effective in conflict management and decision-making.
- General awareness of activities on the property to keep guests, visitors, buildings and land safe. Able to set clear boundaries with care.

### ***Hosting and Logistics***

- Creates logistics plans for programs and coordinates with appropriate roles.
- Sets up meeting spaces for programs.
- Welcomes program partners and participants.
- Orients program participants to Whidbey Institute history, logistics, and culture.
- Responds to program leader and participant emergent requests and needs. ● Coordinates meal service details (dietary needs, final meal counts, meal times) with Meals Provider.
- Coordinates housing details including arrival and departure changes and room relocations with Housekeeping.

### ***Emergency Response***

- Develops and updates Emergency Response Plan.
- Coordinates emergency response and first aid training for all staff.

### ***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.

*To center the safety and well-being of its staff and program participants, The Whidbey Institute requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 before their start date, and be willing to keep up to date with vaccines that protect against COVID-19. By accepting an offer of employment, you agree to comply with this requirement, unless you are entitled to a legally mandated exemption.*

## **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. There may be a steep learning curve, and you may have many of your assumptions about organizational life challenged. We look for team members that are invested in further developing their interpersonal skills, and are committed to self-reflection and continuous improvement in their work.

## **COMPENSATION AND BENEFITS**

This is an on-site residential staff position. The regular hours for the position are 32 hours a week. Extended hours and regular days off are coordinated with the other

staff members to ensure 24/7 onsite coverage.

The benefits package includes paid vacation/paid holidays/paid sick leave, a paid winter break, a sabbatical policy, professional development stipend, subsidized attendance to Whidbey Institute offerings, and business travel reimbursement. The Resident Host(s) are provided a newly constructed 1-bedroom cabin on the Whidbey Institute Heartland Campus.

## **TO APPLY**

Priority submission February 17th, 2023. Applications will be reviewed and considered on a rolling basis with interviews anticipated to start in February 2023.

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:

Please clarify if you are applying as an individual or as a couple.

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