

Job Title: Mountain Manager

Department: Volunteer

Reports To: Volunteer Director

Date: August, 2024

Location: Toppa Joppa Mountain (Tennessee)

Classification: Volunteer

Purpose: The Mountain Manager is responsible for the day-to-day activities at Glenmary Farm on Joppa Mountain and oversees the activities of the short-term volunteers working in the local community.

Essential Job Responsibilities:

- Directs the day-to-day activities at Glenmary Farm on Joppa Mountain that includes but is not limited to:
 1. Provide mission-based service to those in need in Union and Grainger Counties, Tennessee
 2. The economical purchase of food and household supplies.
 3. Menu planning, supervision of meal preparation and clean up.
 4. performs routine maintenance and oversees the upkeep and security of Toppa Joppa.
 5. Accounts for monthly expenses and conforms to the financial limitations of the approved budget.
 6. Completes work in Union and Grainger County that is not dependent on volunteer groups.

- Works with the Volunteer Director, who recruits long and short-term volunteer groups to serve in the Glenmary mission areas.

- Works mutually with the Volunteer Director to provide an opportunity for direct and meaningful service in the local community by:
 1. Making volunteers aware of the mission of the program; describes major activities; discusses responsibilities and expectations and clarifies policies and procedures.
 2. Educates volunteers to the socio-economic conditions, cultural values and faith traditions of the people in surrounding communities.
 3. Provides orientation, leadership and support to the volunteer groups so they may successfully minister to local community members.
 4. Communicates with Volunteer Director in developing meaningful service activities. Plans weeklong service activities and night sites that correspond to the skills, education and training of the available short-term volunteers.
 5. Works with the short-term volunteers at the many service sites that have a working relationship with the Farm.
 6. Participates and provides supervision of short-term volunteers at night sites that are part of the Glenmary Farm on Joppa Mountain.

- Participates in the evaluation of work-related activities, work sites, groups assigned to specific projects and their effectiveness and on-going needs of the program with the Volunteer Director.
- Other work-related duties and responsibilities as assigned by the immediate supervisor.

Supervision:

Received: General. May be direct in nature with special projects.

Given: General.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential job responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations will be made, whenever possible, to enable individuals with disabilities to perform the essential functions.

Education/Experience: Must have a High School Diploma (college degree preferred). Experience working with youth and volunteers highly desirable.

Communication Skills/Requirements: Ability to communicate with fellow employees, members of supervision, members of a religious order and “external customers” on matters having a direct affect upon the work assigned. Able to communicate verbally, in person, via the telephone, electronically and in a written format

Mathematical Ability: Able to add, subtract, multiply and/or divide in whatever fashion is required by the position. May need to work with fractions, percentages and/or decimals.

Reasoning Ability: Able to make decisions based upon the level of knowledge and/or experience attained. Able to make recommendations as to a course of action to take based upon assessment of facts, trends and/or experience in the field. Ability to prioritize multiple tasks and meet deadlines in a timely manner. Able to deal with the many demands or calls for help from the community of Grainger County in a timely manner.

Licenses/Certifications: Valid driver’s license required.

Physical Demands: Demanding. Able to lift items up to 60 pounds of weight. General construction and manual labor is a large part of the job.

Work Environment: One hundred percent in the field. Temperature will fluctuate and you will be exposed to disagreeable conditions. Noise level will fluctuate as well. Required to travel outside normal work location via Glenmary owned and/or private vehicle.

Note: The above description represents the essential and most significant responsibilities of the position. It is not intended to exclude other work, assignments and/or responsibilities not noted herein.

