



Title: Site Staff

Report to: Executive Director

Classification: Full Time, Exempt

Start date: ASAP

End date: Nine months from start date

Tucked in the forest at the base of Mt. Si, Rainbow Lodge is a non-profit organization that fosters opportunities for guests to experience spiritual, personal, and professional growth in a tranquil and natural environment. We host groups ranging in size from 20 – 65 guests who come from all over the country longing for the radical hospitality and environment that Rainbow Lodge offers.

Newly launched for 2022, our Site Staff program is geared towards young adults who are interested in some aspect of retreat and conference center work. Site Staff will have the opportunity to work in all of the focus areas below, in order to get a full picture of what it takes to run a center such as Rainbow Lodge.

Site Staff will be housed in a furnished residence on our property in the foothills of the Cascade mountains. North Bend, WA is a very popular destination for outdoor activities, and countless opportunities for hiking, biking, swimming, camping, skiing, and more are found in our immediate surroundings.

The site staff program is designed as a nine month residential internship, beginning as soon as the applicant is available.

Focus Areas:

- Radical Hospitality
 - Working in the kitchen and dining room to serve every guest wholesome and delicious food. This includes kitchen prep, serving, dishwashing, etc.
 - Acting as a liaison and host to our guest groups. This includes setting up meeting spaces, welcoming guests, orientation, etc.

- Stewardship of Building and Grounds
 - Working as a group to accomplish all housekeeping chores. This includes cleaning guest rooms, bathrooms, common spaces, laundry, etc.
 - Participating in the upkeep of our grounds. This includes mowing, weeding, watering, trail maintenance, etc.

- Communal Living
 - Active participation in the well-being of the on-site staff community. This includes weekly group meetings, social gatherings, leadership trainings, etc. A desire to participate in community life is paramount to the success of this program.
- Capstone Project
 - Develop a creative project that enhances the experience of Rainbow Lodge. This could include creating a program activity, improving the grounds, leading a fundraiser, etc. The possibilities are endless!

Requirements and Expectations:

- Teamwork and communication
 - Ability to learn quickly and follow instructions
 - Effective verbal and written communication skills
 - A willingness to both lead and be led.
 - A desire to work on a closely knit team environment, interacting regularly with other staff members. Enthusiasm for creating a diverse and inclusive workplace is paramount
- Hospitality
 - Excellent hospitality and guest services skills. The site staff will regularly be interacting with guests, answering questions, and fulfilling requests
 - An interest in retreat hospitality, and in the mission of Rainbow Lodge
- Other
 - Assisting the Food Services Director and Executive Director with other tasks, as needed
 - Maintaining a clean and orderly living environment

Compensation:

- This position pays \$1,000 per month
- Meals are provided while the kitchen is serving guests. Leftovers are always available
- On-site housing (private bedrooms with shared bath and kitchen) is provided and required
- Health insurance is provided if needed
- Staff works an average of 5 days per week
- Vacation time is accrued at the rate of 1 day per month worked
- Due to the nature of retreat center work, a consistent schedule will not always be possible

To apply, please send your resume, cover letter, and 2-3 references to Brandon Gooch, Executive Director, at director@rainbowlodge.org. Applications will be reviewed and interviews will be offered on a rolling basis.