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February 24, 2018

Greetings,

At our last Meeting for Business, the Meeting agreed to create a new part-time staff position called Hearthkeeper. A four-page description of the position is attached. It is hoped to have the new Hearthkeeper begin work April 2nd. Initially, we are announcing this among f/Friends until March 11. See below for how to apply.

## **Hearthkeeper Recruitment How to Apply**

Candidates for the Olympia Hearthkeeper position can apply by:

1. Writing a letter describing how your skills fit the needs of the position with particular attention to the Qualifications on page 4 of the job description. Letters do not need to be limited to one page, but please do not exceed five
2. Providing a resume
3. Providing names, phone numbers, and emails for 3 people who will provide a reference for you
4. Sending these documents by email to [co-clerk1@olympiafriends.org](mailto:co-clerk1@olympiafriends.org); alternatively, the documents may be mailed to Hearthkeeper Recruitment, Olympia Friends Meeting, 3201 East Bay Drive NE, Olympia 98506. Email is preferred

Deadline for in-house applications: received by noon, Sunday March 10. After that time, depending upon the response, the position may be advertised more broadly.

## **Hearthkeeper Job Description**

Approved February 11, 2018

### **General:**

The Hearthkeeper is a regular paid employee of the Meeting with administrative, outreach and property management responsibilities. The Hearthkeeper is familiar with the faith and practice of Quakers, is part of our Meeting community, manages building use scheduling, participates in the care of Meeting facilities, responds to phone inquiries about Friends, and facilitates communication within the Quaker community. The Hearthkeeper is an hourly employee and is not exempt from wage and hour laws.

The Hearthkeeper is supervised by the one of the Meeting Co-clerks, or someone designated by the Clerks. A Hearthkeeper Committee made up of the members of Finance, and Property Committees (rental and upkeep), Outreach, the supervisor, an at large member, and the Meeting Co-Clerk (if not also the supervisor). This committee should convene yearly, in May or June to revise the terms of employment including number of hours and amount of compensation, and review the Hearthkeeper's performance. This committee also convenes as needed to support the Hearthkeeper in special projects or to address issues that span committees. Any member of the Hearthkeeper Committee can initiate a meeting of the committee.

A number of people and committees work with and provide support to the Hearthkeeper. The supervisor provides moral support and generally tends to the integrity of the position. The supervisor is the person to whom Meeting community members take questions and concerns about the Hearthkeeper's work. The supervisor signs time sheets and forwards them to the Treasurer. The Hearthkeeper confers directly with committees with whom she/he has business to take care of. Specifically, the Property Committee works with the Hearthkeeper concerning building maintenance and building use matters, and the Hearthkeeper is expected to attend Property Committee meetings as an *ex officio* member. The Hearthkeeper will collect and track building rental payment and deposits. (See attached for the full list of duties)

The supervisor gives direction about which committees address Hearthkeeper business when there is a question. The Clerk also interprets Meeting policy and provides direction about representing the Meeting to the public.

## **Outline of Specific Duties:**

### **Property Management:**

#### *Building Use Scheduling and Management:*

- Develop and implement marketing plan.
- Keep a building use calendar updated both of our web sites. This includes Meeting events.
- Utilize the Hearthkeeper's email account to facilitate communication.
- Check buildings for security, orderliness and sanitary condition minimally three times per week.
- Meet with prospective building users to tour the building, review building use procedures, and negotiate the building use agreement.
  - Hold and check rental contracts
  - Accept payments and issue receipts
  - Create invoices as needed
  - Provide and collect a feedback form from renters – communicate results to committee
- Maintain communication with building users, schedule and facilitate their use of the building.
- Keep necessary forms on hand.
- Collect and track rental payments and deposits in an Excel spreadsheet.
- Submit all building use revenue and deposits to the Treasurer.
- Work with volunteers to show and inspect the building, when needed.

#### *Weekly Maintenance:*

- ) Empty bathroom and kitchen trash/recycling containers as needed.
- ) Fill paper towel and bathroom tissue dispensers, as needed, in between weekly cleaning.
- ) General tidying up any areas of the Meetinghouse that require attention in between weekly cleaning.
- ) Put away dishes after events

#### *Building Caretaking:*

- ) Inform Property Committee of needed repairs as these become apparent
- ) Maintain stocks of supplies for the kitchen, bathrooms, office and cleaning as detailed in the Hearthkeeper Handbook.
- ) Track and arrange for required periodic inspections.
- ) Open building for meter readers, inspectors and contractors.
- ) Respond to building emergencies.
- ) Maintain Hearthkeeper's resource file.
- ) Submit all expense receipts, monthly, to the Meeting Treasurer for reimbursement.

## **Outreach and Communication:**

### **Meeting Phone:**

- ) Answers the Meeting phone
- ) Monitors messages
- ) Responds to requests generally within 24 hours (e.g., calls for information about Friends hospitality or other needs or about social action events)
- ) Refers callers to appropriate committee members or other resources
- ) Provides information about the Meeting schedule

**Meeting events:** The Hearthkeeper schedules the main meeting room and kitchen.

**E-mail:** Sets up an OMM e-mail account. Checks it daily Monday- Friday; responding to requests for information and building use inquiries; forwarding relevant messages to appropriate Clerks or members of the Meeting Community.

### **Contact lists:**

- ) Maintains all lists, including members and attenders, e-mail, and mailing lists.
- ) Provides paper copies on request and at least every 6 months.
- ) Coordinate with appropriate committees for work on the various lists.

### **Newsletter:**

- ) Compiles information to be included in the Monthly Newsletter and sends it to the Newsletter editor
- ) Assists the co-clerks and editor in developing the monthly newsletter
- ) Arranges for printing and mailing the newsletter
  - o printing labels,
  - o distributing to the Meetinghouse
  - o getting it mailed and e-mailed

### **Other communication tasks**

- ) Ensures that current information is communicated to the website
- ) Maintains Meetinghouse Bulletin boards
- ) Sends requested information in response to phone inquiries
- ) Prepares weekly bulletin if required

Occasional other duties may be assigned, as directed by the supervisor or Hearthkeeper Committee.

**Required Qualifications:**

- ) Familiarity with Quaker values and structure
- ) Reliable about showing up and following up
- ) Attention to detail and procedures
- ) Willing to be accountable to the Hearthkeeper Committee and supervisor
- ) Positive demeanor
- ) Have reliable transportation
- ) Proficient in Word and Excel and able to produce spreadsheets, newsletters, and labels
- ) Willingness to learn how to update our web calendar
- ) Able to represent Meeting
- ) Good people skills, including tact and discretion
- ) Good at problem solving

**Desired qualifications**

- ) Experience with database management
- ) Member or regular attender of a Friends Meeting

**Other Information:**

**Schedule:** This position generally involves activity five days per week. The Hearthkeeper is at the Meetinghouse at least three days per week for about a total of 8 hours, and checks the e-mail and phone messages remotely the other week days. The Hearthkeeper must establish a regular time, or times, to be available each week at the Meetinghouse. Time per day can range from one to four or more hours, depending on tasks required. The monthly time commitment is generally between 45-60 hours. The position is expected to be at least 48 weeks a year. Compensation is based on \$15 per hour.