

Adventist Historic Properties, Inc.
Adventist Heritage Ministries

12501 Old Columbia Pike
Silver Spring, Maryland 20904



Adventist Historic Properties, Inc.
Historic Adventist Village

480 W. Van Buren St.
Battle Creek, Michigan 49037

JOB DESCRIPTION

Site Director Historic Adventist Village, Battle Creek, Michigan

POSITION SUMMARY

The Site Director position is a full-time salaried position with housing provided. The Site Director reports directly to the Executive Director and manages and coordinates the historic site's operations and goals.

The Site Director position has five separate but related goals:

1. Oversee the Village operations, which includes staff, Heritage Shoppe, and volunteers.
2. Provide a welcoming, spiritually rewarding learning experience for visitors and staff.
3. Facilitate maintenance of buildings, HVAC, security, and operations.
4. Serve as a liaison with local historical societies, the visitors bureau, local government, and church entities.
5. Provide ways for visitors to contribute financially to the operation and upkeep of Historic Adventist Village.

GENERAL DUTIES AND RESPONSIBILITIES FOR GUIDING TOURS

- Give tours and/or make sure tour guides are available.
- Deal skillfully with a diversity of visitors under a variety of circumstances.
- Have a general knowledge of local history and how the Village fits into it.
- Continue broadening your knowledge of Adventist history.
- Monitor the narratives given by the tour guides.

GENERAL DUTIES AND RESPONSIBILITIES FOR MAINTENANCE

- Manage and maintain the buildings, grounds, and systems to ensure a well running and problem-free site for employees, guests, and visitors.

- Foster good working relationships with volunteers, city officials, vendors, and contractors.

MANAGEMENT DUTIES

- Keep in close contact with the Executive Director, and provide monthly reports containing budgetary, financial, and statistical information, and cost estimates for projects.
- Create events and public relations possibilities.

QUALIFICATIONS

- Firm supporter of the Seventh-day Adventist Church and in harmony with the objectives of Adventist Heritage Ministries.
- Management and maintenance experience.
- Good interpersonal and communication skills.
- Interest in Adventist history.

The list above is illustrative and is not intended to describe every function that may be performed in this job. The omission of specific statements does not preclude the AHM Board or the Executive Committee or Executive Director from assigning specific duties not listed if such duties are a logical assignment to the position.

Interested and want to check out more details?

Please send a short Letter of Motivation and your CV to:

dandersen@adventistheritage.org

or call: (616) 291 2632

We are looking forward to hearing from you!