



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Conference Services and Audio-Visual

Our Conference Services Department delivers exceptional logistical and audio visual tech support to our guests, ensuring all our conferences run smoothly. The applicant will have the opportunity to work with a variety of schools and other organizations, helping to setup and tear down meeting spaces according to individual group needs. Work schedule is part-time and includes weekdays, weekends and occasional evenings. Schedules and weekly hours vary according to the conference programs schedule.

Located in the heart of the beautiful Blue Ridge Mountains in Black Mountain, NC on a picturesque 1,200 acre campus, YMCA Blue Ridge Assembly is a non-profit leadership and training center. As a year-round conference center, we are a partner and platform for groups of teens, families and children, and adults. Having hosted our first conference over 100 years ago, we continue to serve a diverse array of groups—churches, schools, colleges, family reunions and youth groups, among others. We provide a Christian atmosphere for guests and staff to focus on youth development, healthy living and social responsibility. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 30,000 annual guests while developing a team of values-driven leaders.

QUALIFICATIONS AND SKILLS

- The ideal candidate will have a leadership background in hospitality or customer service
- Candidate must be outgoing, courteous and customer-oriented and possess strong organizational and communication skills
- All candidates must be physically fit and mentally sharp
- Candidates must be strong decision makers, adept at leading others, and possess independent initiative and creative problem solving skills
- Must work well in stressful, high-pressure situations, often under deadline pressure
- Must complete work with attention to detail, speed, accuracy and neatness
- Previous audio-visual experience is preferred but not required
- Must be willing to work a variety of different shifts, including mornings, evenings and weekends
- Must have a valid driver's license

RESPONSIBILITIES

- Setting all meeting spaces neatly and in accordance with groups' requests, including seating and table setup and breakdown
- Cleaning and maintaining all meeting space areas, including floor care
- Setting up and operating audio-visual equipment, including microphones, video projectors, in-house and portable sound systems, soundboards and lighting

- Working directly with guest leadership during the event to ensure their meeting space and overall needs are met
- Communicating and working with other departments to provide for a seamless and pleasant guest experience
- This position is “hands on” and not a desk job. It often involves long periods of physically demanding work, so physical strength and stamina are required. The ability to lift and carry 50 lbs. and remain on one's feet for long stretches is required
- Commitment to the mission, values and ethics of the YMCA
- Must be willing to work a flexible schedule including weekends and evenings as needed.
- Excellent, organizational, interpersonal, and communication skills
- Ability to multitask and work in a team setting

COMPENSATION AND BENEFITS

- Hourly pay \$10.00 - \$12.00 per hour.
- Free on-grounds housing in a private furnished room. All utilities Wi-Fi, and common areas including a fully equipped kitchen and dining room are included. NO BILLS EACH MONTH
- Free meals in our dining facilities whenever conference groups are being served
- Free individual member to the Y of WNC, after a 14 day review period
- Discount on YMCA Blue Ridge Assembly staff activities
- Discounted stays at YMCA Blue Ridge Assembly

APPLICATION PROCESS

- Interested candidates should send their resumes, along with three references, to the Director of Human Resources, Bruno Vandorsee: bvandorsee@yblueridge.org.
- The application can be also submitted through the link below:
- <https://blueridgeassembly.org/join/employment-application>