

[Volunteer Opportunity] Head of Department / Team Leader in Caux

This message is addressed to people who have been in Caux, preferably doing an Intern programme, but if not, at least who have a good knowledge of the place and a belief in and personal experience of the ideas of lofC.

Since 1946 the departments of the conference centre have been run by volunteers from all over the world. In most cases department heads have been in place for many years, becoming experts in their field. Most people running these departments are now over 60 years of age. They are willing to continue in the short term and are keen to pass on their responsibilities to younger people. The departments that will need a new manager are the following:

- Room allocation: 1
- Housekeeping: 2
- Reception/telephone: 2 (A good knowledge of French and possibly German is necessary)
- Kitchen: 2
- Diet kitchen: 1
- Economat: 2
- Technical team: 2
- Flowers: 2
- Kindergarten: 2

If you are not sure what these jobs involve, please ask us and we shall send you some information. Are you someone who could become a manager of one of these departments?

A minimum three-year commitment is required, with a presence of at least 4 weeks each summer. During the first year you will be inducted and trained in this role.

From the second year it would also require the training of others, thus creating a team one can call on at different times.

The department manager makes sure everything is ready at the beginning of each summer, thus keeping in touch with the team and organising a good rotation of all those responsible. Such responsibility involves detailed planning and preparation during the year, making sure everything is as prepared as possible at the beginning of each summer, working with other departments of the house where necessary, and keeping in touch with the rest of the team. Naturally, fresh leadership of a department may well bring fresh ideas - but no one should worry that they are expected to 'reinvent the wheel!'

A review will take place at the end of the first summer, making sure all involved have been satisfied with the experience and are willing to continue. This is an opportunity to:

- Help keep The Caux International conference centre running, in order to be able to continue to welcome people from all over the world.
- Learn in detail how the Conference centre is functioning.
- Be responsible, and not just to help.

- Be part of a lively team, sharing with others from other departments.
- Make sure that the centre has the spirit that will allow conferences to run smoothly, with everyone playing their part.

Your stay in Caux will be covered and help is available for your journey if that is needed. If you are interested, please send a letter explaining in 500-600 words why you have the motivation and attributes to apply for such a role to Eliane Stallybrass (estallybrass@bluewin.ch). Please indicate two reference people with their emails or telephone numbers.