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Division/Department:

Location:

Job Title:

Reports to:

Title:

Date:

Level/Grade:

- Grade One
- Grade Two
- Grade Three
- Grade Four
- Temporary
- Seasonal
- On-Call

Benefits:

- Medical
- Dental
- Vision
- Life
- None
- Full Accrual
- Pro-Rated
- Holiday
- Sick
- Vacation

Type of position:

- Full-time
- Part-time
- Contractor
- Intern
- Volunteer

Hours: \_\_\_\_\_/ week

- Exempt
- Nonexempt

Rate:

Hours:

8:00am – 5:00pm Monday – Friday

Evenings & Weekends may be required

## General Job Description

## Job Functions



## Requirements

## Other Skills/Abilities

## Cultural Duties

Lead by example and develop staff in the principles of CASTLE, expecting consistency in performance based on those principles and playing them out in job duties:

**C** Courage: To see what is, positive and negative, and to be willing to speak about it appropriately, to be willing to reframe ourselves and our situations and practice the change, to celebrate the good explicitly and tell others when they achieve, to address the less than positive in constructive and healthy ways that help us learn from the experience. Courage is modeling how we wish to be with others

**A** Authenticity: To have the willingness to reveal our truth, our fears, our emotions and our vulnerabilities and to embrace lovingly others truth, fears, emotions and vulnerabilities. Authenticity is saying what you mean with care and love and honesty. It is complete alignment of what we think, say, feel, and do.

**S** Service: Service embodies sharing, cooperation, consideration, and consciousness. Servant leaders ask, "How may I serve you" and see their most important responsibility as being of service to others.

**T** Truth: Harmony, respect, integrity, honesty, inspiration, and love are built on the foundation of truth. Not brutal truth, but caring truth. Building consensus, community, ethics, teamwork, high performance, organizational and personal transformation, personal relationships, outstanding customer service, and quality require the foundation of caring truth.

**L** Love: Love is when my heart touches your heart and adds to who you are as a person.

**E** Effectiveness: Through conscious use of a common language and principles, CASTLE, to communicate our personal and organizational needs, and by treating each other as sacred and thus inspiring each other, we become more effective humans.

SIGNATURE:	Title: CEO	Date:
SIGNATURE:	Title: COO/CFO	Date:
SIGNATURE:	Title: SUPERVISOR	Date:
SIGNATURE:	Title: EMPLOYEE	Date:
PRINTED NAME:	Title: EMPLOYEE	Date: