

# Center Directors- Juniper Tree, Chiang Mai

**Location:** The Juniper Tree Chiang Mai, Thailand

**Preferred Start Date:** April 2026

**Supervises:** 14 local staff

**Contract Term:** 3-year renewable agreement

## Position Summary

The Center Director is a full-time, live-in leadership role responsible for the daily hospitality ministry, staff leadership, property maintenance, administration, and long-term planning for The Juniper Tree Chiang Mai.

This role requires:

- Excellent communication skills
- Cultural sensitivity and demonstrated ability to adapt to Thai culture
- Administrative competency
- Ability to project manage multi-year improvement projects
- General tech/computer literacy
- Leadership mentality (empowering, relational, servant-hearted)

## Key Responsibilities

### Hospitality & Guest Care

- Ensure a warm, Christ-centered, welcoming environment.
- Engage with guests at meals, arrivals, and departures as appropriate.
- Oversee the overall guest experience, ensuring rest, safety, and a peaceful atmosphere.
- Ensure housekeeping, kitchen, and guest-related routines meet JT standards.

### Leadership & Staff Management

*Empowering people, not micromanaging. (Leadership mentality, not task-management mentality)*

- Lead the Thai staff with cultural sensitivity, patience, and humility.
- Model servant leadership and encourage staff ownership of their roles.
- Build a unified team atmosphere that reflects Christlike love and integrity.
- Demonstrate flexibility and the ability to adjust expectations to Thai cultural norms.

- Provide clear communication, guidance, and accountability in a respectful manner.
- Handle scheduling, conflict resolution, and team development.

## **Administration & Systems**

- Manage bookings, guest communication, and email correspondence.
- Maintain accurate financial and administrative records.
- Submit monthly reports, budgets, and accounting information.
- Ensure smooth functioning of office processes and documentation.
- Computer skills required:
  - Microsoft Office
  - Google Workspace
  - Basic troubleshooting
  - Ability to learn new digital tools (e.g., booking and accounting systems)

## **Property, Maintenance & Project Management**

- Develop and execute both short-term maintenance plans and long-term renovation projects in line with the overall vision.
- Oversee the physical condition, safety, and functionality of buildings and grounds.
- Coordinate contractors, suppliers, repair teams, and inspectors.
- Ensure work is completed safely, within budget, and to standard.
- Basic handyman skills for simple fixes or troubleshooting.

## **Governance, Reporting & Compliance**

- Maintain regular communication with the GB through written and verbal updates.
- Prepare monthly reports covering operations, finances, staffing, and maintenance. Uphold all Covenant Foundation legal requirements (visa, work permit, employment laws).
- Ensure compliance with Thai safety, health, and operational standards.
- Maintain confidentiality, integrity, and accountability in all matters.

## **Required Qualifications**

- Demonstrated leadership and management experience
- Strong project management skills.
- Excellent communication (verbal and written).
- Cultural sensitivity and willingness to adapt to Thai norms.
- High emotional intelligence and relational maturity.
- Computer proficiency (Microsoft Office, Google Workspace, general tech confidence).
- Ability to work with limited oversight and high personal responsibility.

- An ability to engage graciously and respectfully with guests from diverse Christian backgrounds and denominations.
- Basic first aid knowledge.
- Basic handyman/maintenance skills.
- Willingness to learn Thai.

## Preferred (Not Required)

- Experience living or serving in Thailand or Southeast Asia
- Experience in hospitality, missions, retreat centers, or guesthouse management
- Experience with construction oversight or long-term maintenance planning
- Education or Degree in Business, Hospitality, Project Management, any related degree or equivalent experience.
- Basic Thai language skills

## Compensation and Benefits

This is a volunteer position, however, the following benefits are offered to ensure the health and longevity of our Directors.

- Onsite housing (live-in role)
- Meals provided (Breakfast, Lunch and Dinner)
- Stipends
  - General stipend (monthly)
  - Flight ticket stipend (annually)
  - Medical insurance premium stipend (annually)
    - Deductible reimbursement
    - Outpatient medical, vision, and dental reimbursement
- One month of annual leave
- Vehicle usage for official ministry business and personal use

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