

RIVER WILD

FAMILY COORDINATOR

Job Description

RiverWild is looking for a Family Coordinator to oversee general household operations for an active family located in Turkey, North Carolina. Both parents own and lead thriving local companies, and their three children also have full schedules to manage. The Family Coordinator will be responsible for facilitating household logistics, caring for children and pets, fostering a safe and stimulating home environment, managing competing schedules, and bringing a general sense of order and harmony to the family's day to day life.

The Family Coordinator must enjoy working in a family-owned, entrepreneurial business that is mission-driven and results-oriented. This role requires intentional adaptability on a regular basis, as well as a high commitment to being available and flexible for whatever family needs may arise. The ideal candidate is capable of exercising good judgment in a variety of situations, has strong verbal and written communication skills, administrative and organizational skills, must be able to work under pressure, and must be able to handle a variety of matters with discretion.

This is a salaried, full-time, onsite position. Work hours may vary based on the family's schedule. This position requires a flexible schedule Monday - Friday along with being "on-call" for specific nights and weekends. The team will work to coordinate schedules in advance to ensure a good work-life balance, striving to stay within the target hours each week. Onsite housing and vehicle will be available.

Job Responsibilities

- Assist and coordinate personal and business related management including:
 - Keeping home stocked and being responsible for personal shopping and returns
 - Daily/weekly/monthly routines of house upkeep (laundry, dishes, keeping the home "show ready")
 - Feeding the dogs and cat throughout the day, taking them out for walks, keeping an eye on their health, and scheduling appointments as needed
 - Meal prep and planning
 - Dropping off and picking up dry cleaning
 - Coordinate service requests with Business Operations Team and acting as the on-site point of contact
- Assist with the children including but not limited to:
 - Getting them dressed
 - Transportation to/from school or activities
 - Helping out with the children around the house
 - Scheduling activities
 - Helping with homework

- Assist with all travel planning and other arrangements including:
 - Packing and unpacking for the family
 - Coordinating reservations and events
 - Overnight stays
- Coordinate and schedule appointments as needed

Qualifications:

- Valid NC Drivers License and clean driving record, required
- Clean background check, required
- Current First Aid and CPR Certification, preferred
- Associates Degree, preferred
- Related work experience is required along with verifiable references
- Strong organizational skills and detail oriented that demonstrate the ability to perform and prioritize multiple tasks
- Resourceful, takes proactive approaches to problem-solving with strong decision-making capabilities
- Ability to handle confidential information with discretion
- Excellent verbal and written communication skills
- Proficient in Google Suite and/or Microsoft Office
- Must be comfortable with large dogs



Why Work For Us?

Here at RiverWild, our mission is to impact and develop our employees and those we do business with each and every day. We are only able to achieve our mission by living out our Core Values. Our Core Values provide us with a clear understanding as to what our culture is all about - Will to Win, Intentional Adaptability, Live Compassionately, and Disciplined Execution.

Our Core Values are built on the foundation of Faith and Family. Our Faith in God guides us; to believe the best in each other, value family, and love our community.

RiverWild Perks & Benefits

- Health Insurance: We offer health insurance to all RiverWild employees and their eligible dependents.
- Retirement Program: Saving for your future is important and RiverWild will match your contributions up to 4%.
- Paid Time Off: We offer a competitive PTO program for our employees.
- Wilders Discount: All employees receive a 25% discount on all meat and produce products from Wilders Farm.

Apply Today!

If this sounds like a position you'd enjoy and excel in, please send us your resume and cover letter to jobs@theriverwildteam.com.