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Job Seeker's Notebook

Executive Administrative Assistant to
the CEO



Stephen S. Mabry
Chief Executive Officer

Texas Lions Camp, Inc. | Kerrville, Texas

November 1, 2023



Texas Lions Camp, Inc. Corporate Profile

About TLC

Corporate Structure - Texas Lions Camp is a non-profit, Texas Corporation headquartered in Kerrville, Texas. TLC is recognized as a charitable organization under 501(c)(3) of the Internal Revenue Code.

Scope - TLC has more than 26,000 constituents and 3,500 donors who support and provide the resources deployed by the organization. With more than 325 Lions participating on 10 standing committees and a voting board of directors of 92, the governance structure of TLC ranks amongst the largest of non-profit organizations in the US. More than 200 employees and 1,000 volunteers join TLC each summer in order to provide services statewide to more than 1,500 children who have special medical conditions.

Purpose

Mission Statement - The mission of TLC is to provide without charge, a summer camp, for children who have physical disabilities, type-1 diabetes and cancer regardless of race, religion or national origin.

Goal Statement - Our goal is to create an atmosphere wherein children with physical disabilities, type-1 diabetes, cancer and Down syndrome may experience the "Can Do" philosophy and achieve maximum personal growth and self-esteem.

Organizational Values

Purpose - TLC exists in order to invite children - who face tremendous challenges and odds due to their physical disabilities or illnesses - to step into their God-given calling. To operate out of a sense of purpose (a call) while recognizing and calling the potential of others forth are hallmarks of this Value.

Organizational Excellence - A collaborative effort of Extraordinary People, doing Extraordinary things while inviting others to do likewise. We value industry excellence and setting the standard for all other organizations of our scope and type.

We Serve – as a project of Multiple District 2 (the Texas Section) of Lions International, our culture is based upon servant leadership and providing an outlet by which Texas Lions can extend their service to families in their local communities.

Stewardship – Stewardship is twice the responsibility of ownership and requires a greater level of care since we deal with other's valuable possessions. This mission requires that those involved operate out of a servant-mindset and a desire to place the needs of others first.

History

TLC was founded in 1949 in response to the polio epidemic that was ravaging the lives of thousands of Texas children. Recognizing that children were losing a sense of their purpose as a result of low self-esteem, Lions began seeking how to intervene to speak a message of hope. From this simple goal, Texas Lions Camp was born.

(Over Please)

Thankfully, a vaccine was developed for polio which eradicated the disease from North America and opened the door for TLC to broaden its mission and purpose to include children with physical disabilities, cancer and diabetes. In that regard, a program for children with type-1 diabetes was added in the 1970's, a robust leasing program was added in the 1990's and programs for children with cancer and Down syndrome were added in the mid 2000's.

Operations

TLC's operations are comprised of four (4) departments on a year-round basis and an additional three (3) departments during the summer months. Each department is directed by a department head who reports to the CEO if full-time or the Director of Operations if seasonal. The professional staff is comprised of 12-18 professionals and the seasonal staff is generally comprised of 155-185 employees.

Executive Administrative Assistant to the CEO

Position Description

Is your heart to help me help others...in a big way?

OBJECTIVE. To employ the talents of an individual possessing a strong temperament for next-level management and affinity to support the goals, objectives and interests of Texas Lions Camp, Inc.

Qualifications

- Undergraduate Degree or higher from a four-year university
- 3-5 years business experience, with preference for those having either demonstrated management or C-Suite level executive-assistant experience
- Command of the written, English language
- Ability to maximize use of the MS Office Suite
- Ability to negotiate, convey information and defend decisions made and directions given
- Bondable

Temperaments & Skill Sets

- Driven, self-starter with **ESP** exceptional perception & customer service skills
- Mitigate interruption of the CEO's schedule and work-flows
- Desire to see CEO succeed in the day-to-day operations, P&L responsibilities, communications, corporate filings/government relations, board relations, staff relations, public relations, human resource functions and special projects and events.
- Ability to hold CEO & Corporate secrets in absolute confidence at an attorney-client privilege level. (Many people believe confidential secrets are acceptable to share under certain conditions and caveats, such as: Family members & close confidantes | "I'll tell you if you promise not to tell anyone else" | "If I believe it affects you, you have a right to know"; however, this is not the kind of confidence keeping this position requires.)
- Ability and desire to "dress for work" and events with desire to "represent" a respected, well-established, charitable organization
- Ability and desire to travel 5%-10% of time
- Passion for work (see definition)
- Ability to analyze, comprehend and report on complex business instruments, including but not limited to contracts, lease agreements, financial statements, affidavits and others.
- Ability to topically file and retrieve both paper and digital documents

Duties

Assist CEO & Work Collaboratively

- Reactive correspondence & Request for Assistance. Ghost writer with access to CEO's mail server & confidential files to respond within 24 hours to requests for assistance, information and response.
- Prepare CEO for meetings including dossier, executive briefs, production of supporting documentation
- Meeting Management





- Internal – Work with hotels, venues and destinations to arrange meetings for CEO, including Board meetings, business meetings, personnel meetings, and special events.
- External (Leasing Coordinator) – in concert with the goals & objectives for the leasing program as approved by the CEO on a case-by-case basis, coordinate with external clients to lease, facilitate all aspects of real-property lease and events, including invoicing, collection and receipting. Will also participate in and/or direct others in the implementation of the contract including follow-up and performance evaluation.

Office Manager

- Coordinate, track and ensure proper time keeping submission by all TLC employees
- Purchasing agent for office supplies and items required by CEO
- Convey instructions as directed by the CEO to staff, vendors, clients board members and others under the CEO's signature.

Travel Arrangements & Appointments

- Make travel arrangement for CEO, self and others
- Receive and make appointments for CEO, self and others
- Create dossier and summary profiles and arrangements, and communicate same.

Calendaring

- Internally. Coordinate numerous calendars, including personnel, special events, group projects and others.
- Externally. Coordinate public information regarding approved events and related information.

Solution Acquisition

- Through work order, directives and intuition, facilitate organizational acquisition to solve issues and advancement through opportunities. This will generally involve the following work-flow:

Issue → Available Solution → Plan → Approval → Implementation → Success → Celebrate, repeat
- All other duties as assigned.

For more information, contact:

Stephen S. Mabry, CFRE, CAE
Chief Executive Officer

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Texas Lions Camp, Inc.
Employment at TLC

Abstract

Texas Lions Camp values its employees as one of the most mission critical components of the organization's capacity for mission fulfillment. The goal of the job search, is to evaluate and create appropriate job matches between applicants and the work assignments needed by TLC, Inc. Our experience indicates that when the match is appropriate, both the employee and the organization experience greater fulfillment and success.

At-Will Employment

Employment with TLC is offered At-Will meaning that either the employee or the employer may end the relationship at any time for any reason, or for no reason. A contract of any kind will not be offered, neither express nor implied.

Employment Core Values

As an employer, TLC's CEO values D-E-P-T-H of character and espouses while seeking to ennoble the following Core Values in TLC employees:

- | | |
|------------------------------------|---|
| D <u>rive</u> - | At all times, we relentlessly pursue our mission, bringing all of our giftings, talents, systems and resources to bear to take TLC to the Next Level in its mission. |
| E <u>xcellence</u> - | TLC staff members make excellence, not perfection, their goal. Every encounter or tasks is an opportunity to perform with Excellence and advance the mission. |
| P <u>assion</u> - | Defined as focused enthusiasm for work that occupies thought, motivation, goals, action and outcomes. Few things are ever "good-enough." |
| T <u>eam</u> ² - | TLC employees are in a role that only they can fulfill at the time; therefore, they give it their all for the benefit of others. Successful employees exercise the concept of standing on their own two ² feet as they discharge the duties in their area of responsibility, the goal of which is to pull their weight so that each member can operate within the context of their giftings. |
| H <u>onest</u> - | TLC employees place equal or greater emphasis on the interest of others for the purpose of protection, conservation and growth. Employees are tasked with the stewardship of the interest and assets of the organization and others within the context of service and mission. |

Texas Lions Camp, Inc.
Compensation

Abstract

Texas Lions Camp values its employees as one of the most mission critical components of the organization's capacity for mission fulfillment. The goal of the job search, is to evaluate and create appropriate job matches between applicants and the work assignments needed by TLC, Inc. Our experience indicates that when the match is appropriate, both the employee and the organization experience greater fulfillment and success.

Compensation Package

- 1) Salary, as determined
- 2) Current Benefits, according to their individuals qualifications for participation
- 3) Paid Time Off (PTO)

How Salary is Determined

- 1) Salary Survey and applicant's experience
- 2) Employee salary requirements
- 3) CEO assessments

Current Benefits

Benefit programs change from time to time including premiums, coverages, additions and deletions. Certain criteria described within the respective plans must be met in order to qualify for some benefit plans. Currently, TLC's benefits program include, but may not be limited to the following:

- 1) Employee, Group Health Insurance
- 2) Employee, Group Dental
- 3) Flexible Spending Account
- 4) 401(k) Retirement Plan
- 5) Long-term Disability
- 6) Short-term Disability
- 7) Generous, Paid-time Off Accruals
- 8) Generous, Paid Holiday Schedule

Background Check Authorization

I hereby authorize TEXAS LIONS CAMP or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge my prospective employer or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

PLEASE PROVIDE 7 YEARS OF RESIDENTIAL HISTORY.
USE ADDITIONAL PAGES IF NECESSARY.

Name _____ Alias/Other _____
(First, Middle, Last - Print Clearly)

Date of Birth _____ Social Security # _____

(1) Current Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(2) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(3) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

Applicant Signature _____ Date _____

Witness Signature _____ Date _____



Texas Lions Camp, Inc.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Salary Requirements: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Texas Lions Camp? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

Trade school: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses & Certifications

Please list all licenses or certifications you currently hold or have held:

License _____ From: _____ To: _____ Issued by: _____

License _____ From: _____ To: _____ Issued by: _____

License _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

References

Please list three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer, Release and Indemnity Agreement

CAUTION: This is a legally binding document.

I understand that an investigative report will be requested for information concerning my character, work habits and abilities, general reputation, criminal history and driving record. And, that such information will be sought through prior employers, references, internet and/or law enforcement agencies. I give my consent, and agree to forever release, indemnify and hold harmless cooperating organizations or persons as well as Texas Lions Camp, Inc. and its employees, servants, directors and officers from any and all liability arising from such investigations and reports.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Further, I understand that acceptance of an offer of employment does not create a contractual obligation upon Texas Lions Camp, Inc. to continue to employ me in the future and that all employment with the Texas Lions Camp, Inc. is "At Will" which means that either party can terminate the employment relationship at any time with or without cause.

If employed, I agree that the Texas Lions Camp, Inc. may take pictures, use my likeness, audio and/or video recordings of my participation in Camp programs and activities for use in Camp publications that is consistent with the interests of the Camp and that I will not be compensated for such uses. I certify that my answers on this application are true and complete to the best of my knowledge.

Signature: _____ Date: _____