



Adult Retreat Coordinator

The Adult Retreat Coordinator is a member of the Programs Department and reports to the Programs Director. The Adult Retreat Coordinator shall further the mission of the Claggett Center through providing exceptional Christian hospitality through the preparation, implementation and delivery of Claggett original programs, including, but not limited to:

1. PROGRAM COORDINATION

- a. Work with the Programs Director and Administrator to plan retreat details in advance, including schedule and content. Familiarize self with all aspects of retreat, including mission, intended audience, facilitators, and logistics.
- b. Serve as point of contact for questions regarding adult retreats via phone, email and when representing Claggett.
- c. Promote Adult Retreats at Claggett at diocesan events and church visits.

2. PROGRAM IMPLEMENTATION

- a. Manage the schedule of adult programs and ensure events are proceeding accordingly, serving as “Emcee” of programs.
- b. Ensure the delivery of Claggett adult programs in a safe and quality manner, including, but not limited to, worship, recreation, meal times, workshops, social hours, etc.
- c. Work with the Programs Administrator to prepare retreat materials, and make sure guest and meeting spaces are ready.
 - i. Assist with the set up or connection of audio-visual equipment/screens/projectors/microphones.
 - ii. Assist with program related furniture setups.
- d. Take photos throughout event and upload to appropriate folders for posterity.
- e. Provide detailed program debrief to the Programs Director at the conclusion of every program.

3. HOSPITALITY

- a. As a member of the Programs team, serve as the “face of programming” during program implementation. Be visible and present throughout all programming.
- b. Work collaboratively with Programs Administrator to facilitate effective participant check-in and communication.
- c. Facilitate positive communication with volunteers, staff, and registered participants while programs are in-session.
- d. Troubleshoot program issues, solve problems, and provide conflict management as necessary.
 - i. May include housekeeping tasks such as cleaning and turnover of a room for a guest when necessary
- e. Implement crisis and risk management procedures as necessary.
- f. Stay on-site overnight while programs are in-session and serve in an on-call capacity to respond to participant needs.
- g. Clean up and tear down any program related materials at the conclusion of every program.

4. OTHER

- a. Participate in appropriate staff meetings, training events, and leadership activities.

- b. Assist youth programming as necessary based on program calendar and needs.
- c. Fill in for or assist other Claggett Center departments as necessary

Upcoming Required Events & Stipend

The Program Host is a part-time, year-round position, working an average of 80 hours per month including overnights and weekends when a program is in session and office hours when programs are not in session. 2023 programs include:

- Men's Retreat, February 3-5, 12 p.m. Friday through 2 p.m. Sunday,
- Women's Weekend, February 17-19, 12 p.m. Friday through 2 p.m. Sunday
- Writer's Retreat, February 27-March 2, evenings and overnight, est. 4:00 p.m. -8:00 a.m. daily, daytime hours to be shared with Programs Administrator
- Small Parish Retreat, May 12-14, 12 p.m. Friday through 2 p.m. Sunday
- Alumni Reunion, October 4-6, 12 p.m. Friday through 2 p.m. Sunday
- Spiritual Practices Retreat, October 25-27, 12 p.m. Friday through 2 p.m. Sunday
- Blue Christmas Retreat, December 20-22, 12 p.m. Friday through 2 p.m. Sunday

**Additional fall weekend retreat in September/October currently in development, TBD

Events will be balanced with weekly office hours during which the Adult Retreat Coordinator will carry out primarily "Coordination" aspects of the position.

Compensation begins at a rate of \$18/hour and includes sick leave and paid holidays. During retreats, the Coordinator will be paid at an hourly rate during daytime and evening hours, and provided an "on-call" overnight stipend for hours between 10 p.m. and 8 a.m.

Qualifications & Requirements

The ideal candidate will be grounded in Christian faith consistent with the Episcopal Church and have a natural talent for exceptional customer service and hospitality. Experience with faith formation and/or event logistics or management is desirable. Additional qualifications include the following:

1. Self-starter that can work independently with minimal direct supervision.
2. Energetic, creative, friendly demeanor with a positive attitude when working with the public.
3. Dependable, professional behavior with a responsible work ethic.
4. Ability to maintain the integrity of sensitive and confidential information.
5. Ability to lift 25 pounds.
6. Valid driver's license and reliable transportation.
7. Willingness and availability to work weekend or evening hours as required by program schedule.