

- QUALIFICATIONS:** Previous experience within the hospitality industry and or in a supervisor or manager role required. Knowledge and respect of Roman Catholic liturgical practices preferred. Previous experience and or extensive knowledge of Terra Sancta Retreat Center operations highly preferred.
- REPORTS TO:** Director of Terra Sancta Retreat Center
- EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review.
- TERMS OF EMPLOYMENT:** 40 hours per week (full-time position; eligible for benefits; overtime eligible). Must be available to work nights and weekends on a rotating schedule as needed to ensure readiness for in-coming groups and provide service to groups in residence. This is a physically demanding job, the ability to lift and carry a minimum of 25 pounds is required. Some coordinator responsibilities may require the ability to lift and carry additional weight (designated below).
- JOB FUNCTION:** Collaborates with the retreat center team (the director, catering services and event services) to ensure the successful and efficient operation of the diocesan retreat center. Must be available to work nights and weekends when retreats/programs are in session.
- PERFORMANCE RESPONSIBILITIES:**
1. Ensures guests are free from distraction throughout their interaction with the retreat center – from initial contact, through their stay and after their stay.
 2. Works collaboratively with the school/diocesan counterparts including kitchen, maintenance and grounds staff to ensure facilities are clean and in good repair
 3. Responsible for establishing and maintaining positive working relationships with patrons from the diocese and in the wider community
 4. Maintains a safe and orderly work area
 5. Provides for his/her own spiritual and professional growth
 6. Assists in promoting a positive and hospitable retreat center climate
 7. Speaks positively about the retreat center and the diocese of Rapid City
 8. Other duties as assigned.
 9. Full time coordinators will take ownership of a specific area to ensure the successful and efficient operation of the diocesan retreat center. As such, one coordinator will be responsible for each of the following areas:
 - a. Sales, Weddings, Event Preparation – Provides oversight to all event services and supports the work of all areas by being the central point of contact between guests and TSRC.
 - b. Dining/Catering Services – Provides oversight to all aspects of front of house catering services (dining areas, serving areas, etc).**
 - c. Lodging/Cleaning – Provides oversight to all aspects of cleanliness and associated equipment and supplies for the retreat center.**
 - d. Equipment/Furnishings – Ensures vacuums, sweepers, mattresses, tables, chairs and other designated furnishings & equipment are kept in good repair. Must be able to lift and carry at least 40 pounds.