



DIOCESE OF RAPID CITY

SERVING THE PEOPLE OF WESTERN SOUTH DAKOTA



JOB DESCRIPTION

Job Title: Operations

FLSA: Exempt

Reports to: Director, TSRC

Effective Date:

Job Summary: The Operations Officer of Terra Sancta provides leadership for all areas of operation of the diocesan retreat center, with a spirit of stewardship for the facility and staff that the Diocese has been entrusted.

Duties/Responsibilities:

- Provides leadership for all areas of operation of the diocesan retreat center, including:
 - Creating and maintaining an environment centered on Christ to ensure guests feel His presence during all phases of their interaction with the retreat center, beginning with their initial contact, during their time on-site, and throughout their stay.
 - Overseeing guest count and financial responsibility.
- Serves in a stewardship capacity for Terra Sancta Retreat Center as a facility with respect for staff by:
 - Manages the daily operations of the retreat center in a fiscally responsible manner.
 - Models a Catholic way of life through hospitality, faith and discipleship on a personal level, living the core values of the Diocesan Priority Plan, expecting the same of all retreat center staff.
 - Supervises the staff in such a manner that they are treated fairly and justly, allowing them to focus on their service to be the face of Christ to one another and to the retreat center guests.
- Other duties as assigned.

Supervisory Responsibilities:

- Supervises all Terra Sancta Retreat Center employees.

Required Skills/Abilities:

- Ability to communicate with tact and diplomacy.
- Proficient with Microsoft Office suite or related software.
- Ability to work in a team environment.
- Excellent verbal and written communication skills.
- Strong organizational skills, administrative abilities, time management, attention to detail, and ability to make responsible decisions.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and delegate when appropriate.
- Ability to function well in a high-paced environment.
- Must be a practicing Catholic in good standing.
- Flexibility, especially regarding work schedule, and willingness to adapt to changing situations.

Education and Experience:

- Experience in event planning and facilities management preferred.
- Proven experience in marketing, promoting and identifying events.

Physical Requirements:

- Prolonged periods of standing or walking.
- Must be able to lift up to 20 lbs.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____