**Director of Ministry Initiatives**

**Msgr. O’Dwyer Retreat House**

*Create, implement, and manage outdoor programming activities 40%*

* Develop unique programming specific to Catholic catechetical teaching and relate it to newly constructed outdoor high-ropes and low-ropes courses
* Schedule groups and facilitate ropes course activities
* Partner with parishes and schools to lead outdoor retreats in conjunction with outdoor activities

*Develop and manage Light Brightly Visible Missionary Program 40%*

* Missionary program will:
	+ Initially include 4-6 people who will function as retreat leaders on-campus and off the campus of the O’Dwyer Retreat House
	+ Require supervision of missionaries
	+ Lead the planning of retreats
	+ Assist in development of summer camp with camp leaders
* Conduct in-depth meetings with local stakeholders to determine ministry needs
* Engage with national retreat center leaders
* Recruit missionaries

*Retreat Group Interaction 20%*

* Ensure that all needs of retreat groups are met directly and/or by creating systems for the missionary team to execute the following tasks.
	+ Coordinate group bookings
		- Answer inquiries and schedule groups for retreats
		- Prepare contracts and deposit requests for retreats as needed
		- File signed contracts for each group and ensure child protection data is included
		- Coordinate pool rentals and lifeguard scheduling
	+ Send out reminders and contact group for final head counts
	+ Greet incoming groups (some evening and weekend greetings), familiarizing group leaders with location of supplies and instructing them on A/V equipment
	+ Check in with group leaders periodically; see that any group concerns are addressed
	+ Walk through meeting rooms daily to ensure things are in order
	+ Make updates to website and social media platforms
	+ Proactively contact existing and former groups to solicit repeat business

Qualifications Required

* Extensive retreat and/or public speaking experience
* Experience building and maintaining a catechetical program
* Staff management experience
* Excellent customer service and relational skills
* Proficiency in computer use, including Microsoft Office Suite, social media, and web sites.
* Excellent writing, proofreading, and organizational skills
* Minimum of 2 years of experience in a support role in an office or church environment