Benedictine Sisters Retreat Center
Job Description: Director

Hours - Full time Exempt; ordinarily, five days per week including some weekend work]

Salary - $40,000 - 50,000

The Director coordinates and oversees Retreat Center operations. The Director is responsible to the Prioress, the Council and the Advisory Board. The Director's oversight responsibilities include but are not limited to the following. Many of these may be delegated as appropriate.

A. Coordinate all Retreat Center activities.
B. Supervise the scheduling of all groups and individuals utilizing the Retreat Center.
C. Publicize all Retreat Center activities, develop brochures, and engage in other forms of public relations.
D. Develop new programs in consultation with others designated by the Prioress
E. Hire, supervise, and evaluate Retreat Center Staff according to the policies described in the Supervisor's Manual and with the assistance of the Community Treasurer.
F. Enforce all policies in the Employee Handbook.
G. Collaborate with the Physical Plant Supervisor in the maintenance of buildings and spaces used by the Retreat Center.
H. Coordinate food services with the Food Service Director and staff.
I. Prepare the annual budget and submit the proposed budget to the Prioress and Council for final approval.
J. Provide financial and operational reports when required by monastery administration.
K. Provide financial and operational report to the Community at the summer Community Meeting.
L. Facilitate regular communication between the Retreat Center, Council, and Monastery. Apprise and/or consult with Prioress or her designee regarding any unusual situations or guest needs, and consult with Prioress or her designee prior to any Retreat Center activities that may impact the monastic community.
M. Collaborate with other Administrative staff and the Head of Housekeeping and Food Service to ensure that groups are properly prepared for and their needs anticipated and met.
N. In the absence of the Head of Housekeeping and Food Service, provide supervision and direction to Housekeeping and Food Service staff, and participate in meal service when needed.
O. Ensure the provision of guest services in collaboration with other staff including but not limited to:
    a. Hosting private retreat guests at meal time
    b. Greeting individual guests and groups
    c. Locking buildings and ensuring their security following the departure of groups or individuals
    d. Locking/unlocking common areas in the early morning and in the evening.
    e. Assisting with directing guests, including adapting exterior signage as new groups arrive.

f. When other staff not present, ensure refreshment service and clean-up is handled in a timely manner
g. Tend to housekeeping needs when staff is unavailable or need support

P. Be readily available to group leaders on the weekends, including regular visible presence.
Q. Manage Gift Shop. Schedule shop hours based on the schedule of the groups that are present. Collaborate with other staff members for coverage.
R. Evaluate any problems noted on evaluation forms and respond as needed; route evaluation forms to designated persons.
S. Maintain Constant Contact database for e-news.
T. Prepare and send e-news blasts.
U. Shop for and purchase routine supplies, both local supplies and from external vendors.
V. Maintain wish list in collaboration with Development Office and make (or coordinate) purchases as funds are available.
W. Maintain guest key distribution system.

The Director is expected to follow all policies, procedures, and expectations as established by the Benedictine Sisters of Cullman and indicated in the Employee Handbook.

Job description summary

The Benedictine Sisters of Cullman, Alabama are seeking an enthusiastic and energetic leader to direct their retreat ministry, the Benedictine Sisters Retreat Center. The Retreat Center has welcomed guests as Christ for over forty years and we invite applicants who wish to help us look to the future of this ministry. The ideal candidate will possess strong administrative and management skills, a collaborative approach, excellent communication skills (written and oral), adaptability, and the ability to effectively represent the Benedictine Sisters and Benedictine values to retreat guests. Schedule flexibility with frequent weekend work is required. Experience in ministry or a non-profit setting preferred. The full job description and information on how to apply may be viewed at shmon.org/employment.

Or new RC Team concept

Finance Coordinator -	S. Minona Ann or S. Sherrie (including Gift Shop finances)
Food Service Coordinator -	Cheryl, with help from S. Edith and S. Margaret Mary and several food service assistants
Facilities & Reservations Coordinator -	S. Michelle Renee or S. Minona Anne with Becky
Programming & Spirituality Coordinator - S. Edith	
Gift Shop Coordinator -	S. Edith
Outreach -	Mission Sister?
General Office and Admin -	Becky
Human Resources -	S. Edith

All above trained to offer basic welcomes to PR's and groups and serve meals.

A. Supervise the scheduling of all groups and individuals utilizing the Retreat Center.
B. Publicize all Retreat Center activities, develop brochures, and engage in other forms of public relations.
C. Develop new programs in consultation with others designated by the Prioress
D. Hire, supervise, and evaluate Retreat Center Staff according to the policies described in the Supervisor's Manual and with the assistance of the Community Treasurer.
E. Enforce all policies in the Employee Handbook.
F. Collaborate with the Physical Plant Supervisor in the maintenance of buildings and spaces used by the Retreat Center.
G. Coordinate food services with the Food Service Director and staff.
H. Prepare the annual budget and submit the proposed budget to the Prioress and Council for final approval.
I. Provide financial and operational reports when required by monastery administration.
J. Provide financial and operational report to the Community at the summer Community Meeting.

K. Facilitate regular communication between the Retreat Center, Council, and Monastery. Apprise and/or consult with Prioress or her designee regarding any unusual situations or guest needs, and consult with Prioress or her designee prior to any Retreat Center activities that may impact the monastic community.
L. Collaborate with other Administrative staff and the Head of Housekeeping and Food Service to ensure that groups are properly prepared for and their needs anticipated and met.
M. In the absence of the Head of Housekeeping and Food Service, provide supervision and direction to Housekeeping and Food Service staff.
N. Provide guest services in collaboration with other staff including but not limited to:
    a. Hosting private retreat guests at meal time
    b. Greeting individual guests and groups
    c. Locking buildings and ensuring their security following the departure of groups or individuals
    d. Locking/unlocking common areas in the early morning and in the evening.
    e. Assisting with directing guests, including adapting exterior signage as new groups arrive.
    f. When staff is not present, ensure refreshment service and clean-up is handled in a timely manner
    g. When staff is not present, respond to guest or group needs.
    h. Tend to housekeeping needs when staff is unavailable or need support
O. Be readily available to group leaders on the weekends, including regular visible presence.
P. Manage Gift Shop. Schedule shop hours based on the schedule of the groups that are present. Collaborate with other staff members for coverage.
Q. Evaluate any problems noted on evaluation forms and respond as needed; route evaluation forms to designated persons.
R. Maintain Constant Contact database for e-news.
S. Prepare and send e-news blasts.
T. Shop for and purchase routine supplies, both local supplies and from external vendors.
U. Purchase drinks for Coke machine.
V. Maintain guest key distribution system.