



Retreat Coordinator Job Description

GENERAL POSITION DESCRIPTION:

The Retreat Coordinator is a core member of the Casa Romero Program Team that works together to develop and implement a wide variety of programming to forward our mission. This person currently serves as the lead staff for Art and Activism retreats and Art Club. This person facilitates and supports middle-school retreats and IGNITE youth programming, primarily for girls, alongside the Director of Youth Programs. This person serves a supporting role, managing practical details, for other Casa Romero programs.

EMPLOYMENT TYPE: Full-time, hourly.

Reports To: Associate Director

QUALIFICATIONS:

- A commitment to the spirit and methods of St Ignatius of Loyola and Óscar Romero, and the broader Catholic tradition, or an interest in learning. A heart for the needs of Milwaukee's Latino community.
- Bachelor's Degree, or working toward a degree.
- Program management skills, especially experience in planning, organizing, and facilitating youth workshops and retreats (particularly for girls).
- Strong written and verbal communication skills including conversational facility in Spanish.
- Ability to work with a variety of people and shows a commitment to developing the skills and talents of teens and youth facilitators.
- Be a self-starter who can work well in a team and independently.
- A good rapport with young people, understanding their interests, etc.
- Ability to communicate with parents in Spanish
- Have creative, visionary mind, ready to integrate current youth issues and needs into the retreats and programs you manage
- Knowledgeable and sensitive to different cultures and the experience of first and second generation Latino immigrant families.

MAJOR POSITION RESPONSIBILITIES:

Responsibilities can include the following duties. The duties vary per program depending upon whether a person is serving as lead staff, facilitator or program support:

- **Program Scheduling:**
 - Schedule retreats / programs with the school or parish contact person.
 - Schedule the space on Casa Romero's calendar.
 - Confirm date and details with agency contact.
- **Program Facilitation:**
 - Serve as the lead animator for a particular retreat/program.
- **Program Materials:**
 - Ensure that each of your retreats has the necessary printed materials (i.e. brochures, participant handouts, facilitator manuals).
 - Make corrections/ additions / updates to the retreat outlines and related materials as the you and the Program Staff deem necessary.
 - Ensure that the appropriate facilitators and staff receive the corrections/updates.
- **Event Supplies / Food:**
 - In coordination with the House Manager, ensure each of your programs have the necessary food for each scheduled event.
 - Ensure that programs have the necessary program supplies (check regularly that program boxes are stocked) for each scheduled event.
- **Program Set-up & Clean up**
 - Set up for each scheduled program according to program needs
 - Pick up / clean up / return program supplies following each retreat
- **Evaluation System:**
 - Oversee evaluations of your retreats/programs – provide forms, collect them, have them summarized, share with staff/ program team to access program outcomes and effectiveness
 - Plan and oversee an end-of-the-year evaluation meeting with your facilitation teams
 - Following each retreat hold an evaluation discussion with the facilitation team
 - Turn in program reports (list of participants, facilitators, date, theme, outcomes, anecdotes) to the Associate Director (for billing, record keeping and reporting to agencies/parishes)
- **Supervision of Program Facilitators:**
 - Be aware of your programs' volunteer and facilitation needs
 - In conjunction with other staff, identify program participants who show potential to become facilitators or volunteers.
 - In conjunction with other staff and the volunteer coordinator, offer a

- personal invitation to become a facilitator; inform volunteers about expectations and seek a commitment to serve at Casa Romero.
 - Follow up each programming event with a discussion with your program's facilitators to evaluate how the event was experienced by the facilitators.
 - Provide facilitators with updated manuals as needed.
 - Schedule regular planning & evaluation meetings with program teams
- **Program Promotion / Recruitment / Collaborations**
 - Develop partnering relationships with the **Middle Schools, High Schools and community centers that serve the Latino community**, learning about their services and actively seeking out opportunities for collaboration
 - Maintain already established relationships

Application Instructions:

Please submit a resume, cover letter and three references that we could contact. Applications are due January 9, 2019. Preferred start date is early February.

Materials should be sent to:

**Michael Coffey, Executive Director
Casa Romero Renewal Center
1501 S. Layton Blvd.
Milwaukee WI 53215**

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