

## **Program Director Job Description**



### **Position Overview**

The Program Director serves the mission of Siena Retreat Center by leading retreats and programs and collaboratively overseeing the retreats and programs offered by Siena Retreat Center. The Program Director brings to fruition the mission and vision of the Center through the retreats and programs it sponsors. The full-time, year-round, salaried position reports to the Executive Director and plays a senior role within the staff of the organization.

### **Principle Responsibilities**

- Collaborates with the Executive Director, other staff members, and Ministry (Program) Committee to prepare the annual retreat and program offerings of the Center, integrating into the schedule of offerings the goals for the program year (such as diversity of themes and presenters, social justice topics, emerging spirituality themes, etc.)
- Leads and facilitates days of reflections and/or overnight retreats as determined in collaboration with the Executive Director and Ministry (Program) Committee
- Oversees the retreats and programs offered by
  - serving as the main contact person for invited presenters from initial contact before the retreat through follow-up after the retreat
  - organizing and implementing the logistics of programming, in collaboration with other staff as appropriate
  - arranging for Continuing Education Credits (CEUs) from partner institutions for programs, as needed
  - preparing check requests for stipends and other forms for retreat leaders, in consultation with Executive Director
  - providing gracious hospitality to retreat leaders and participants, introducing retreat presenters, providing transportation to and from airport as need, and leading the welcome and orientation for sponsored retreats
  - collecting and synthesizing participant feedback and dispersing that feedback to the appropriate parties
  - conducts regular reviews and evaluations of the Center's programming with appropriate staff and Ministry Committee members
- Assists with the compilation of the annual program schedule and booklet, including retreat content and descriptions, contact with presenters, scheduling of dates, participant capacity, room usage, etc.
- Offers spiritual guidance (also known as spiritual direction)
- Assists with the publicity efforts for sponsored retreats, programs, and other offerings in collaboration with Retreat Center staff
- Collaborates with other retreat centers or organizations regarding co-hosting presenters
- Expands SRC's network of presenters in light of the goal of greater demographic diversity
- Attends staff meetings, Ministry (Program) Committee meetings, Board meetings, and other meetings as necessary

- Serves as one of the overnight/on-call contacts, in rotation with other staff members
- Serves as a resource for selections for Siena Retreat Center’s Bookstore; collaborates with Retreat Center staff in exhibiting Bookstore inventory at conferences and workshops; arranges for books by guest presenters to be available when presenter is on-site
- Oversees the selection of books and other materials for the staff resource cabinet and “book nooks” on the bedroom floors
- Other duties as assigned

**Qualifications**

- Master’s degree in an aspect of contemporary spirituality, religious studies, world religions, pastoral ministry, theology, or equivalent
- A minimum of three years of experience as an effective retreat leader in multiple diverse settings or significant experience in a retreat or ministry setting; conversant in themes related to contemporary spirituality
- Training and experience as a spiritual guide (spiritual director) or willingness to complete a training program; training as a spiritual direction supervisor preferred
- Training and expertise in an additional field, such as crisis counseling, psychology, social work, or bereavement ministry preferred
- Compiles and keeps available a list of contacts for referrals (such as counselors) if needed
- Awareness and acceptance of a broad range of spiritual and religious beliefs and practices
- Ability to maintain strict confidentiality in a variety of settings
- Exceptional communication skills in written and spoken English
- Proficiency in offering virtual programming through Zoom or other platforms; basic knowledge of audio-visual technology as it relates to this position (such as LCD projectors and laptops, CD players, internet and WIFI access)
- Effective organizational skills
- Proficiency in such computer skills as email, Microsoft Office, and general navigation of the internet
- Proficiency in a second language a plus

**Working Conditions**

This is a full-time, exempt, salaried position, averaging 40 hours per week, and involving frequent weekend and evening hours. Work schedule will fluctuate for special occasions or with staffing needs. Interruptions may be frequent or rare, depending on day and time. Light carrying or lifting may be required. The Program Director will understand job safety and health as it relates to this position, including but not necessarily limited to, the Siena Retreat Center Emergency Situation Manual. Employment is contingent upon successful passing of criminal background check.

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**[Signature of Associate Director of Programming]**

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**[Date]**

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**[Signature of Executive Director]**

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