

Coordinator of Spiritual Guidance Job Description

Siena Retreat Center



Position Overview

The Coordinator of Spiritual Guidance serves the mission of Siena Retreat Center as the main staff contact person for the ministry/practice of spiritual guidance, also known as spiritual direction or spiritual companionship, as well as grief programming. This is a full-time, year-round, salaried position. The Coordinator of Spiritual Guidance reports to the Executive Director.

Principal Responsibilities

1. collaborates with Executive Director, Ministry (Program) Committee, and others to create and implement a vision for spiritual guidance, spiritual guidance training, and grief/bereavement programming offered through Siena Retreat Center
2. serves as the main resource and contact person for the ministry/practice of spiritual guidance:
 - coordinates the discernment/placement of private retreatants and others who inquire about spiritual guidance
 - offers individual (and, potentially, group) spiritual guidance and spiritual guidance supervision
 - oversees the interview process, selection, and scheduling of adjunct spiritual guides at Siena Retreat Center
3. serves as a staff member of the Spiritual Guidance Training Program (SGTP):
 - assists the SGTP team and/or the SGTP Director and Executive Director in setting the vision, direction, content, and other aspects of the Program
 - actively participates in the planning meetings of the SGTP staff, including the selection of topics, presenters, resources, program components, etc.
 - collaboratively leads/co-facilitates the weekend training sessions and retreats by presenting selected topics and facilitating selected components of the Program weekends
 - coordinates and is responsible for administering the participant application process, including record keeping, interviews of candidates, and communications with candidates and SGTP leaders
 - is present at all SGTP weekend sessions and planning meetings under normal circumstances; coordinates the logistics of the Program (such as room set-up requests, art and environment, setting out sign-up lists for various aspects of the Program, etc.)
 - facilitates integration and practicum groups and is available for individual consultation
 - fields difficult questions and handles sensitive situations that may arise, in collaboration with the SGTP staff and Executive Director, as appropriate
 - assists in the discernment and selection of SGTP leadership in coordination with the Executive Director
 - is prepared to lead/direct the Program if necessary
 - assists in the publicity and promotion of the Program (including the Taste and See Day), in consultation with the SGTP leaders and Retreat Center staff
 - assists the development efforts of the retreat center as they relate to SGTP (such as creating cases for support)
4. assists in the planning, vision, and coordination of the Institute for Spiritual Guidance (ISG), in collaboration with others responsible for that program; is prepared to lead/direct ISG if necessary

5. coordinates the program offerings that relate to spiritual guidance (such as days of reflection and weeklong retreats).
 - coordinates the spiritual guidance components of days of reflection
 - coordinates the weeklong retreats that include/incorporate spiritual guidance (leads the discernment process of retreat directors / spiritual guides, appropriately matches retreatants with spiritual guides and monitors waiting lists, coordinates the planning meetings for these retreats, organizes or assists in the logistics of the retreats, is present for these retreats as determined in consultation with Executive Director, follows through with any closure necessary after each retreat)
6. coordinates the program offerings related to grief support:
 - serves as the contact person for the grief training team
 - assists in the selection of members of the grief training team
 - organizes and follows through with the logistics of grief-related programming, such as Continuing Education Units, application processes, etc.)
7. coordinates, organizes, and follows through with compensation/stipends for spiritual guides/presenters as they relate to the position, in consultation with Executive Director.
8. collects and synthesizes the evaluations/feedback from participants and leaders for the programs/services related to the position
9. leads/facilitates retreats, days of reflection, and other programs throughout the year, as determined with the Executive Director and as time allows
10. assists in the preparation of the annual program booklet, particularly, but not limited to, the areas related to spiritual guidance and grief companion training

Additional Responsibilities

11. researches and stays current with topics and trends in contemporary spirituality, including but not limited to: justice and spirituality, ecospirituality, interspirituality, creativity and spirituality, and science and spirituality.
12. researches and stays current with best practices regarding spiritual guidance (spiritual companionship, spiritual direction), including such themes as ethics, technology, interspirituality, special populations and demographics, and group spiritual guidance
13. engages regularly in personal spiritual guidance and supervision for personal and professional growth
14. serves as the main contact person for Spiritual Directors International and other resources related to spiritual growth and development
15. meets regularly with the program staff and Retreat Center staff; attends occasional other meetings and events as requested and as appropriate
16. communicates with the Executive Director (or others, as appropriate) regarding scholarship inquiries as they relate to the position; collaborates with the Executive Director in responding to scholarship requests
17. assists in the publicity/marketing and development efforts of the Center as they relate to the aspects of this position:
 - providing appropriate content for social media, email and print publicity, etc.
 - creating cases for support, etc.
18. serves as a reference and advisor regarding selection of Bookstore resources and the "Book Nooks" on the 2nd and 3rd floors
19. assists the staff at peak times; assists occasionally with other elements of the Retreat Center offerings and operations

Qualifications

- Master’s degree in spirituality, theology, or related field; completion of a spiritual guidance training program and supervision training
- Three to five years’ experience in a retreat center, spirituality center, or similar setting
- Creativity, curiosity, and continued learning in relation to current theology, spirituality, and societal concerns; a demonstrated appreciation for ecumenical and interreligious diversity
- Willingness to uphold and promote the mission, goal, and objectives of the Racine Dominican sisters (Sisters of St. Dominic) and Siena Retreat Center; ability to relate in a spirit of graciousness and Racine Dominican hospitality
- Ability to be self-reflective and self-aware and the ability to lead others (groups and individuals) to greater spiritual growth
- Skilled in processes of discernment of, and with, individuals and groups
- Ability to maintain strict confidentiality; previous experience in handling confidential, sensitive, and potentially challenging situations effectively
- Ability to work remotely or in person as determined by Siena Retreat Center; ability to work from home over an extended period of time, including the technology to carry on responsibilities and communication regarding work projects
- Ability and confidence to prepare and present retreats and enrichment programs in a skillful and professional manner
- Gracious, helpful, and welcoming presence to retreat leaders and participants as they arrive; attentive to the needs of others; ability to anticipate needs as they relate to the position
- Ability to be self-directed and to work collaboratively; ability to work effectively with other retreat center staff members, other entities on campus, retreatants, retreat leaders, etc.
- Ability to use technology as it relates to the position (including, but not limited to, email, word processing, teleconferencing, presentation technology such as PowerPoint, navigating websites, a basic understanding of social media, etc.)
- Outstanding verbal and written communication skills in English with all constituents, staff, and others; a second language is preferable
- Professional demeanor; physical, mental, and emotional ability to manage multiple tasks as they relate to the position

Working Conditions

This is a full-time salaried position with frequent evening and weekend hours. Average weekly hours are negotiable (35 or 40) with Executive Director. Interruptions may be frequent or rare, depending on day and time. Light carrying or lifting may be required. The Retreat Program Professional will understand job safety and health as it relates to this position, including but not necessarily limited to, the Siena Center Emergency Manual. Employment is contingent upon successful passing of criminal background check.

[Signature of Coordinator of Spiritual Guidance]

[Date]

[Signature of Executive Director]

[Date]

27 August 2020