

Retreat Host

Hours: Based on needs of retreat groups; in coordination with Retreats Administrator

Essential Skills:

- Ability to interact with public and develop relationships with repeat guests
- Strong sense of hospitality
- Ability to recognize areas in need of cleaning and organization
- Computer literacy for data entry
- Ability to work in team setting

Responsibilities:

- Provide hospitality and welcome for all retreat guests and day group users and attend to needs through the duration of the event
- Provide leadership for hosted retreats.
- Serve as day-of-event registrar: collecting money and checking-in participants
- Track participant numbers – including meals and snacks – for all non-hosted retreats and family reunions.
- Enter group and individual information into database for record keeping.
- Promote retreating in area congregations and to individuals – in coordination with Executive Director, Program Directors and Retreats Administrator
- Distribute evaluations to all groups and individuals who use the Christian Center
- Participate in evaluation review of retreats - in coordination with Executive Director, Retreats Administrator and Program Committee
- Communicate repair and upkeep needs to Retreats Administrator for proper maintenance of master site binder.
- Participate in visioning for new retreat programming
- Perform other duties as deemed necessary