

MANAGER OF CAMPS & RETREATS

This goal of this full-time position is to manage, coordinate, and fulfill the mission of Stillwater Catholic Retreat Center and Our Lady of the Bayous Retreat House as places of encounter with Jesus Christ fueling the fulfillment of the Great Commission

PRIMARY RESPONSIBILITIES

CAMP MARKETING

- Develop and cultivate relationships with parishes, ministries, and other groups to share vision and opportunity for Stillwater/OLOB Retreats
- Host tours of the facilities to interested parties
- Secure new and returning retreat groups
 - Outreach and follow up calls and meetings with clients and potential clients
- Oversee Stillwater and OLOB social media platforms
- Create and run come and see events to get ministry leaders to Stillwater
 - I.e. Free youth minister/DRE/faith formation staff day retreat
 - ACT's leadership day retreat

OVERSEE BOOKING PROCESS & RETREAT PREP

- Update and maintain seamless booking processes for Stillwater and OLOB
- Lead and manage the Retreats Assistant in handling ALL retreat Logistics
 - Contracts
 - Insurance
 - Payment
 - Food Needs
- Coordinate facility booking for FMC usage
- Set up facilities for retreat groups (within reason)
- Bless and pray over the grounds and facilities as well as for each group

OVERSEE GROUNDS AND FACILITIES

- Lead and manage the grounds caretakers
- Coordinate with contractors for cleaning, plumbing, electrical, and other needs
- Walk through all facilities and grounds after each retreat to identify needs
 - Use thorough checklist tools to see nothing is missed and everything is adequately reviewed
- Solicit and coordinate community involvement in areas where community service and volunteer projects are beneficial

HOSPITALITY AND POINT OF CONTACT FOR RETREAT GROUPS

- Welcome retreat groups at arrival
 - Show them the property
 - Show them locations for basic needs
 - I.e. garbage bags, toilet paper, trash bins, etc.
 - Communicate regarding food plans & liaise w Caterer as needed
 - Communicate clean up expectations
 - Give them emergency contact number
 - Pray for/with them for the retreat's success
- Act as point of contact for emergency or general needs for groups
- Follow up with group leaders after the retreat to garner, parse, and implement feedback to improve guest experience

BUDGETING AND FINANCE

- Collaborate in the development of Camps & Retreats budget with Business Director
- Keep track of Camps & Retreats finances, including monthly reporting

STATESIDE MISSION TRIP HOSTING

- Plan and lead all aspects of Stateside Mission/Service Trips out of Stillwater/OLOB including:
 - Spiritual Formation Sessions
 - Prayer Experiences
 - Service Projects
 - Food
 - Desert Day
 - Cajun Night
- Recruit, prep, and empower a team of local disciples and/or stateside FMC missionaries and staff to join the ministry team

DEVELOP AND LEAD FMC OFFERED PROGRAMMING (revenue generating potential)

- Potential examples include:
 - Diocesan Confirmation Retreat
 - Middle School and High School Retreats
 - Evangelization Training Weekends (Parish Staff, Volunteers, General Interest)
 - Missionary Discipleship Formation Days for Parish Volunteers
 - Advent and Lent Day of Reflection/Retreats

HOST & HOSPITALITY FOR FMC EVENTS AT CAMP FACILITIES

- Act as host and hospitality for FMC events taking place at Stillwater and/or OLOB, such as:
 - Year in Review
 - Debriefing Retreats
 - Silent Retreats
 - Come and See
 - Board Meetings
 - Mission Gala
 - And more
- Collaborate with other FMC teams in the planning, preparation, and execution of FMC events

CAMP DEVELOPMENT ASSISTANCE

- Help Identify potential donors and supporters for FMC's work at Stillwater and beyond

SKILLS AND REQUIREMENTS

- Strong belief in and dedication to the mission of Family Missions Company
- Background in retreat, camp, parish, and/or youth ministries (preferred)
- Familiarity with budgeting, customer experience, and building business processes (preferred)
- Experience in leadership and management (preferred)
- Strong interpersonal and ministry skills
- Creative and strategic problem solving skills
- Thrives in both individual and collaborative work
- Driven toward Excellence and Continuous improvement
- Attention to Detail, Hardworking and Committed to seeing projects through
- Willingness to live on-site and fundraise salary (training and coaching options available)

SALARY RANGE & HOUSING

Expected salary range is \$45,000 - \$55,000 with housing provided on-site. Actual hiring range may vary based on qualifications and experience.