



Tennessee-Western Kentucky Conference of the United Methodist Church JOB POSTING

Job Title: Retreat Director
Status: Full-Time
Classification: Non-Exempt
Reports to: Executive Director

About Beersheba Springs Assembly

Beersheba Springs Assembly is a pre-civil war hotel transformed by the Methodists into a conference and retreat center. As a part of the Tennessee-Western Kentucky Conference of the United Methodist Church (TWK UMC), we serve as a year-round facility that welcomes groups and individuals for retreats and events. Our mission is to offer gracious hospitality while providing opportunities for connecting with God and Community.

Summary of the Position:

The Retreat Director will be responsible for reservations from first contact to retreat/event follow-up. Working closely with the Executive Director to ensure the Assembly's achievement of its mission through marketing, reservations, hosting, and communications.

Qualifications:

- **Faith:** Ability to thrive in a faith-based organization and a setting that embraces diverse faith beliefs;
- **Team mindset:** Ability to be a team player and work collaboratively;
- **Helping/Customer Service Orientation:** Demonstrate concern for, attend to the needs of, provide resources for the work of staff and guests. Participate in a culture of hospitality and consistency for all processes associated with the operations of Beersheba Assembly.
- **Mission Mindset:** Commitment to the mission, vision, and values of the TWK UMC Conference;
- **Communication Skills:** Excellent verbal and written communication.
- **Organizational Skills:** High ability to prioritize tasks and processes. Ability to plan, develop, and coordinate multiple tasks and projects. Attention to detail.
- **Time Management Skills:** Effective and efficient use of time, talent and resources.
- **Computer Savvy:** Proficient in the use of computers, including Microsoft Office, Outlook.
- **Dependability:** Able to meet deadlines and be reliable and self-motivated.
- **Integrity:** Commitment to high integrity and confidential and proprietary information.
- **Flexibility:** Ability to work a flexible schedule

Experience:

- Experience as an effective retreat/camp leader in a retreat, camp, or ministry setting.
- Experience with planning and executing events.
- Experience in working collegially and developing rapport with a wide diverse variety of individuals and leaders. Ability to work well with other staff as a team member, able to problem solve individually while communicating clearly.
- Experience in communicating in diverse means and settings, including in-person meetings, email, church presentations, off-site meetings, and Zoom gatherings.

Essential Job Functions

1. Work with guest groups and programs to book retreats and events, from first contact to after-event follow-up.
 - a. Prepare and coordinate all guest contracts, confirmations, and invoices through CampBrain Conference Software.
 - b. Maintain Group files with schedules, financial info, remarks, needs, menus, etc.
 - c. Assist groups with individual reservations, as requested.
 - d. Communicate clearly and in a timely manner with all guest groups and inquiries, and communicate with the Hospitality Director about the needs of each group and the retreat host.
 - e. Evaluate the guest experience through an on-site evaluation and follow-up call, and report any significant findings. Creating evaluations based upon ministry outcomes that help the assembly to measure its impact accurately.
2. Hosting on weekends as assigned– Creating a high level of Christian hospitality.
3. Assist other staff with the development of programming and handle the reservations for all programs.
4. Assist the Hospitality Director and Hospitality staff with tasks as needed; some kitchen, housekeeping, and other tasks may be assigned.
5. Collaborate with other team members to assist with marketing, programming, and other projects.

Work Schedule, Number of Hours, & Compensation:

- Full-time, position \$30,000/ann; housing may be available.
- Full-time employees are eligible for medical/dental/vision insurance on day one.
- Full-time employees are eligible for 403(b) retirement savings plan on day one with a generous employer match of up to a 12% for an employee contribution of 3%.
- Vacation, sick time and paid holidays.
- Professional, team working environment.

Physical Demands and Working Conditions

While performing the duties of this job, the employee will be in kitchen/lodge/retreat center environment with exposure to extremes in temperature. Must have the ability to stand, sit or walk for long periods of time and move 50lbs.

Stipulations:

- Because of the Conference's non-profit status, its employees are not eligible for unemployment benefits.

Contact Information and Procedure:

To apply, please complete an application and return to Beersheba Assembly or email to sarah.ratz@twkumc.org and specify that you are applying for the **Retreat Director** position. Job offers are contingent on the successful completion of references and the background check process. Apply by June 30, 2023.