

## **Diocese of Rapid City**

### **JOB DESCRIPTION**

**TITLE:** **Director of Sioux Spiritual Center Retreat Facility**

**QUALIFICATIONS:** Practicing Catholic; prefer college degree with training and/or experience in church and retreat center ministry, must have excellent communication skills. General knowledge of operating and managing a small business, practical use of technology, strong knowledge and experience of working with Native Americans preferred.

Successful candidate must live at the Sioux Spiritual Center.

**REPORTS TO:** Bishop and the Sioux Spiritual Center Board of Directors

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, section 6, Performance Review.

**TERMS OF EMPLOYMENT:** Full time, Administrative, Supervisory

**JOB FUNCTION:** Provides Catholic leadership for all areas of operation of the Sioux Spiritual Retreat Center. Establishes an environment that respects and supports Native cultures and spirituality.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises all areas of retreat center operations including buildings and grounds.
2. Responsible for development and implementation of spiritual programs and retreats that reflect reconciliation, healing and Native American culture and embodies the Vision Statement, Values and Behaviors developed for the Sioux Spiritual Center.
3. Forms Native American Catholic leadership through programs offered by the Diocese of Rapid City.
4. Responsible for development and execution of a comprehensive marketing plan to ensure maximized use of Sioux Spiritual Center.
5. Assists with the development of culturally relevant programs that support Native American Spirituality and Catholic teachings.
6. Forms positive working relationships with those associated with Catholic ministries on the five Native American reservations.
7. Works in cooperation with the Director of Native Ministry.
8. Maintains a safe and orderly environment in accord with Diocesan policy.
9. Responsible for promoting a Christ-centered retreat center
10. Provides for his/her own spiritual and professional growth.
11. Speaks positively about the retreat center and the diocese of Rapid City.
12. Other duties as assigned.