



P Y R A M I D
L I F E C E N T E R

Pyramid Life Center

1 Pyramid Rd
Paradox, NY 12858

518-585-7545
info@pyramidlife.org

Program and Retreat Coordinator - Pyramid Life Center

Location:

Pyramid Life Center

Reports To:

Executive Director of Pyramid Life Center

Summary:

The Program and Retreat Coordinator will coordinate summer and year-round programming in accordance with the mission and vision of Pyramid Life Center.

Functions/Responsibilities:

- Together with the Director of Pyramid Life Center ensure that camp operations are conducted in accordance with the mission statement and applicable state laws and regulations
- Communicate and consult with others on the staff in planning, implementing, and evaluating Pyramid Life Center ministry
- Attend routine staff meetings

Specific Areas of Responsibility

Summer Camp Programming

- Oversee Camp Breakaway.
- Assist with youth, family and adult programs.
- Develop and Implement new and innovative programs to promote the growth of all programs and Pyramid Life Center
- Promote youth programs and build relationships with Pastors and church leaders, schools and other youth serving organizations around the Northeast.

Year-Round Programming

- Work with Director to maintain and grow year-round retreat offerings for Pyramid Life Center
- Plan, promote and supervise retreats for parishes and schools
- Co-manage the online registration system CampBrain

Retreat Coordination

- Give or arrange for camp tours to potential retreat groups as needed
- Register retreats, send and track contracts/deposits

- Communicate with retreat leaders prior to arrival
- Welcome retreat groups and introduce them to weekend retreat hosts
- Train and orient summer staff for weekend work duties with retreats
- Communicate with the Director for retreat group needs
- Establish retreat policies and procedures and communicate these to retreat groups
- Follow up on Youth retreat evaluations
- Update and develop the youth retreat portion of the camp website

Retreat Development

- During retreats meet with leaders to book future retreats
- Make a sales pitch to retreat groups- promote additional bookings unrelated to their current event
- Actively seek out retreat groups and follow up on all leads given to potential retreats
- Provide vision for the growth of PLC retreat youth ministry
- Working with Pyramid Life Center Director:
 - Research and develop strategies to increase year-round retreat rentals. Work together to implement retreat growth strategies
 - Track and analyze trends in retreat data

Communication and Promotions

- Frequently communicate with youth, school, parish leaders to help promote use of Pyramid Life Center
- Keep lines of communication open and active with youth directors, pastors, school personnel
- Provide opportunities to listen to the needs and concerns of parishes and schools
- Serve as a consultant/resource person to congregations, conferences and other groups within Pyramid Life Center's constituency for retreat/outdoor ministry programming as requested
- Write articles and program descriptions for camp promotional material

Required Skills:

- Experience in outdoor ministry and/or youth ministry leadership
- Experience in development of Catholic programming for retreats,
- Appropriate maturity of judgment to make sound and responsible decisions
- Knowledge and understanding of, and respect for, the teachings and traditions of the Catholic faith
- Strong organization and administrative abilities, time management, attention to detail
- Excellent and effective interpersonal and communications skills, and the ability to work well with people of all ages
- The ability to be flexible, especially in regards to the positions' work schedule, and possess a willingness to adapt to changing situations and to learn new tasks
- Effective written communication skills and computer skills, including word processing and social media tools
- The ability to solve problems while working in a fast paced environment.
- The ability to train and build a strong retreat team

- Enthusiasm, charisma, creativity, humor, leadership skills, and individual initiative

Disclaimer:

The above statements are intended to describe the general nature of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional Information:

- Perform other duties as assigned by the Director of Pyramid Life Center
- Participate in annual evaluation
- Continuing education is encouraged, including all-expense paid seminars and conferences deemed necessary by the Director of Pyramid Life Center
- Basic Life Support and Wilderness First Aid training provided by Pyramid Life Center
- May eat meals when provided by camp
- Mileage will be reimbursed
- Housing is provided when working from Pyramid Life Center during the main season May 1-Mid October.
- Full-time salaried position.

Send Resumes To:

info@pyramidlife.org