



Retreat Coordinator Job Description

The Isabella Freedman Jewish Retreat Center seeks a Retreat Coordinator to organize and implement operational and programmatic aspects of Renewal-based retreats, training institutes, holiday programs, a traditional Passover retreat for senior adults, Elderhostels, and other retreat programs. The Retreat Coordinator will be supervised by the Director of Operations and will work closely with program staff to oversee and execute program details. Candidates must be energetic, customer-service and detail oriented, and experienced working with diverse Jewish populations. Candidates should be enthusiastic about being part of and helping to shape a conscious community of intentional, vibrant and inclusive Jewish spirituality.

Job responsibilities include the following:

- Working closely with the Director of the Elat Chayyim Center for Jewish Spirituality and the Director of Jewish Life and Learning to ensure the overall success of all Isabella Freedman retreats. Retreat coordinator will also need to be available to support rentals as needed.
- Supervising retreat logistics during retreats, and acting as one of the staff members who holds spiritual/emotional space for retreat guests.
- Acting as the main liaison between the programming and operations departments.
- Collecting program information and coordinating production details for all retreats, including set up, maintenance, breakdown and changeover of program spaces, maintenance and inventory of retreat supplies, determination of bookstore hours based on program schedules, development of shuttle schedules and any additional set up details that are common to all programs.
- Serving as the central source of all production details and disseminating such information to all departments well in advance of upcoming retreats.
- Participating as necessary and appropriate in making announcements to guests, leading communal blessings and facilitating group activities such as opening and closing circles.
- Requires working on Jewish holidays during holiday retreats.
- Overseeing Guest Services, including training seasonal staff who work at the guest services desk and working with program staff and staff scheduler to set the schedule for guest services.

- From late August through December, serving as the liaison to the Teva Learning Center. This includes meeting weekly with the Teva Program Coordinators and responding to Teva site needs such as meal coordination, housing, maintenance and housekeeping, calendar and scheduling and program turn-over.
- Providing retreat management during the fall and winter when Rental Manager is off.
- Providing customer service to and fielding questions from retreat guests as necessary.
- Working on special projects as assigned by the Director of Operations.
- Writing reports as needed for the Director of Operations.
- Maintaining files and records for areas of responsibility.
- Meeting weekly with the Director of Operations, your direct supervisor

Salary and Benefits: Commensurate with experience, may include housing. Includes health care, paid vacation, and meals when the dining hall is open.

Start date: September 1, 2008 or sooner.

To Apply: Please send cover letter, a completed New Staff Member Application, and resume to Amy Hannes at amy@isabellafreedman.org. To learn more about Isabella Freedman, please visit www.isabellafreedman.org.