

**Associate Director of Programming**  
**Job Description**  
Siena Retreat Center



**Position Overview**

The Associate Director of Programming serves the mission of Siena Retreat Center by collaboratively assisting in the oversight of the sponsored programming of the Center. The full-time, year-round, salaried position reports to the Executive Director.

**Principle Responsibilities**

- Facilitates days of reflections and/or overnight retreats as mutually determined with the Executive Director;
- Offers spiritual guidance (direction); collaborates with Retreat Center staff regarding all aspects of spiritual direction offered on campus; assists in assigning spiritual directors for directed retreats; offers supervision, if trained;
- Serves as the on-site coordinator of the Spiritual Guidance Training Program (collaborates with the current on-site coordinator for a smooth transition):
  - organizes and facilitates the participant application process, communicating in a timely and technologically-appropriate manner with SGTP staff, applicants, and Executive Director as needed
  - actively participates in the planning meetings of the SGTP staff, assisting with the successful coordination and direction of the program,
  - assists with the logistical needs of the training weekends and retreats, including, but not limited to, room set-up, technology and environment needs, supplies, materials, and resources
  - communicates with participants regarding books, logistics, etc.
  - maintains participants' and applicants' files
  - answers prospective applicants' questions regarding the program
  - oversees participants' payment process; provides necessary documentation for third parties regarding finances, program content, etc., as needed and appropriate
  - communicates with participants, as appropriate, when Director is absent
  - collaborates with the Executive Director and SGTP staff in the successful publicity of the program;
- Assists with the coordination of the program schedule in collaboration with the Executive Director, Ministry Committee, Program Staff, and other entities as appropriate, including the selection of topics, presenters, format, etc.;
- Assists with the compilation of the annual program schedule and booklet, including retreat content and descriptions, contact with presenters, scheduling of dates, participant capacity, room usage, etc.;
- Arranges for CEUs from neighboring institutions (such as UW-Parkside) for programs, as needed;
- Assists with the publicity efforts for sponsored retreats, training programs, and other offerings in collaboration with Retreat Center staff;
- Collaborates with the Associate Director Hospitality to coordinate communication with retreat facilitators and presenters regarding stipends, W-9 forms, thank you letters, room

set-up, AV needs, handouts, meals, bedroom arrangements, arrival and transportation considerations for sponsored retreats and the Spiritual Guidance Training Program;

- Meets with weeklong retreat teams, coordinating topics and themes, morning and evening rituals, spirituality/theology, art and environment, and situations that arise;
- Attends staff meetings and other meetings as necessary;
- Serves as a resource for selections for Siena Retreat Center’s bookstore; collaborates with Retreat Center staff in exhibiting bookstore inventory at conferences and workshops;
- Oversees the resource “libraries”—the staff resource cabinet and “book nooks” on the bedroom floors.

**Qualifications**

- Master’s degree in an aspect of contemporary spirituality, religious studies, world religions, pastoral ministry, theology, or equivalent
- Experience as an effective retreat leader in multiple diverse settings or significant experience in a retreat or ministry setting; conversant in themes related to contemporary spirituality
- Training and extensive (minimum of three to five years) experience as a spiritual director (spiritual guide); experience in leading a spiritual direction training program a plus; training as a spiritual direction supervisor preferred
- Awareness of a broad range of spiritual and religious beliefs and practices
- Ability to maintain double confidentiality
- Training and expertise in an additional field, such as crisis counseling, psychology, social work, or bereavement ministry preferred
- Exceptional communication skills in written and spoken English
- Effective organizational skills
- Proficiency in such computer skills as email, Microsoft Office, and general navigation of the internet
- Ability to communicate effectively in Spanish a plus

**Working Conditions**

This is a full-time, exempt, salaried position, averaging 40 hours per week, and involving frequent weekend and evening hours. Work schedule will fluctuate for special occasions or with staffing needs. Interruptions may be frequent or rare, depending on day and time. Light carrying or lifting may be required. The Associate Director of Programming will understand job safety and health as it relates to this position, including but not necessarily limited to, the Siena Center Emergency Situation Manual. Employment is contingent upon successful passing of criminal background check.

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**[Signature of Associate Director of Programming]**

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**[Date]**

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**[Signature of Executive Director]**

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**[Date]**