



POSITION: Retreat Specialist  
REPORTS TO: Director of Retreats, Client Services & Special Events  
DEPARTMENT: Bradford Woods  
CAMPUS: IUB  
CLASSIFICATION: Hourly (flat rate weekly pay, dependent on experience)

**SUMMARY:**

The Retreat Specialist assists the Director of Retreats, Client Services & Special Events. This position will take incoming calls, facilitate the sales process utilizing Riccorp software, and serve as host to retreat groups. Additional duties include assisting in the development and implementation of special events, identifying and applying for grants, and other assigned tasks. Additionally, the Specialist will occasionally support other program areas, which could include Environmental Education, Adventure Education, Therapeutic Recreation, and Equine Assisted Programs. Hours of work will include some evenings and most weekends. Housing and all utilities are included in the benefits package along with a flat rate weekly salary (This position does not include health benefits).

**ESSENTIAL FUNCTIONS:**

1. Ability and desire to maintain supervision of programming when Director is not actively involved with programming.
2. Ability and desire to assume leadership and provide direct guidance and supervision to full-time and seasonal employees and volunteers.
3. Excellent communication, time management, and organizational skills.
4. Ability to interact with and work as a team player with other staff, participants, and volunteers.
5. Ability to serve as a positive role model to program participants.
6. Ability to work in a fast-paced environment, which can be both physically and emotionally demanding.
7. Ability to learn and grow in the position by accepting constructive feedback from supervisor. This includes self-identifying areas of growth related to leadership and actively engaging in a process of development.

**KNOWLEDGE AND SKILLS REQUIRED:**

1. College Degree preferred.
2. Must be willing to obtain proper licensure to drive University vehicles.
3. Must be willing to provide Bradford Woods with current license(s) and driving record when applicable.
4. Willingness to learn.
5. Good customer service skills
6. Acquire and maintain CPR and First Aid certification

*The above information has been designed to indicate the general nature and level of work performed. It is not designed to be comprehensive of all duties, responsibilities, and qualifications of the position. Indiana University is an equal opportunity/equal access/affirmative action employer. We value diversity and encourage applications from women, members of minority groups, and persons with disabilities.*