

Retreat Coordinator

Office of Child and Youth Protection, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Diocesan Office of Child and Youth Protection assists victims of abuse, victims of abuse related violence, the families of victims, or anyone affected by abuse. Our office is available for parishioners, priests, and parishes who are directly and / or indirectly affected by sexual abuse by clergy, religious, staff, and volunteers in the Church. Our office coordinates the Diocesan commitment to protect children and young people against sexual abuse in the Catholic Church. This includes compliance with USCCB mandates for safe environment programs and other initiatives. We interact with diocesan offices and committees, parishes, regional, state, national, and interfaith organizations, secular agencies and others to gather and share information that will effect meaningful change.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Implements the diocesan mission and core values in all functions regarding the Restoring-Me retreat program
2. Collaborates with the Office Director and Associate Director
3. Coordinates and collaborates with retreat facilitators
4. Plans and oversees the Restoring-Me retreat calendar
5. Reviews and continues the development of retreat workbooks, flyers, and brochures
6. Meets with the retreat facilitator team for direction, planning, and distribution of retreat activities
7. Helps volunteer facilitators bring out and share their God-given gifts and talents
8. Disseminates retreat program information throughout the diocese
9. Manages a retreat budget for expenses, such as food and retreat materials
10. Oversees, guides and facilitates the Restoring-Me retreats in collaboration with volunteer facilitators
11. Creates a safe, confidential and welcoming environment for retreat participants
12. Creates safe and respectful relationships with volunteer facilitators and retreat participants
13. Facilitates small group faith sharing
14. Refers participants to professional or pastoral services
15. Provides retreats and ongoing formation for volunteer retreat facilitators
16. Ensures the implementation of the Diocesan Safe Environment Policy/Pastoral Code of Conduct and the California Mandated Reporting Law
17. Is aware of the need and practices of self-care and promotes self-care for others
18. Other duties as assigned by the supervisor

QUALIFICATION GUIDELINES:

- Bachelor's Degree or equivalent
- Bilingual English/Spanish
- Must be a practicing Roman Catholic
- Must have at least three years of experience in pastoral care or retreat organizing
- Have a working knowledge of the Catholic Church and her teachings
- Must have excellent written and spoken communication skills
- Must have excellent public speaking and presentational skills
- Must have ability to communicate very difficult topics both written and verbal
- Must have ability to work in a multi-cultural environment
- Must have current and valid driver's license and the ability to travel locally and overnight as required
- Must have ability to interact professionally with all employees and people coming into the office.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping, standing, sitting, lifting and carrying up to 25 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested candidates, please forward your resume and salary requirements to:

**Diocese of San Bernardino
Attn. Sinia Bustamante
1201 E. Highland Avenue
San Bernardino, CA 92404
Email: employment@sbdioocese.org
Fax: 909-475-5189**

The Diocese of San Bernardino is an Equal Opportunity Employer.