



Posting
Retreat Director
Private, Catholic High School for Young Women

For over 150 years, Mount Notre Dame High School (MND) has provided a challenging, college-preparatory curriculum for young women. Mount Notre Dame offers a unique and complete college prep experience rooted in Catholic values and superior academic quality. MND also offers vast extracurricular opportunities for its students that foster leadership, teamwork and a sense of responsibility to share their gifts with others. The result - bright, empowered young women who go on to excel in college, career and life.

An exciting opportunity is currently available for an experienced Retreat Director. The Retreat Director is responsible for overseeing the administration of the MND retreat program and maintaining its integrity for all grade levels. The position is staffed only during the academic school year (i.e., 10 months).

Duties include: working with administration and faculty to schedule retreats; planning and preparing all retreat programs; recruiting faculty, staff and others to assist with retreats and training them in advance; recruiting and training student leaders; developing retreat follow-up activities; working in partnership with the school's Service Coordinators and Director of Campus Ministry on the integration of the retreat program into the spiritual development efforts of the school; working with counselors, as needed, prior to and/or following retreats to ensure any needed special counseling or intervention; developing and working within an approved retreat budget; and other related duties, as required by the school.

Related social justice functions include involvement in school mission trips and student social justice and service groups.

This position requires a dedicated and passionate leader, solid in Catholic faith and with a proven ability to leverage retreats and social justice experiences to help strengthen others in their faith formation. Evening and weekend/overnight work is required, with about 15+ nights per school year away on events.

Candidates must possess a minimum of the following: Bachelor's degree in an area of Theology from a Catholic institution (Master's preferred); minimum of three years (five plus preferred) demonstrated experience working with young adults (female adolescent experience preferred) in a ministry setting; compassionate in problem solving and "crises management"; experience with a number of retreat types/formats; good organization and technology skills; effective oral and written communicator. Candidate should be interested and able to effectively build a rapport with colleagues and others, promoting the charism of the Sisters of Notre Dame deNamur while fostering integrity and gaining long-term commitment to Mount Notre Dame.



Catholic candidates are required for this position.

Interested applicants should submit resume and cover letter (highlighting interest, most pertinent qualifications and compensation requirements) to MND, c/o Ms. M.J. Eling (mjeling@mndhs.org). PLEASE NO PHONE CALLS.