

**TECABOCA  
MARIANIST PROVINCE OF THE UNITED STATES**

**POSITION DESCRIPTION**

<b><u>TITLE:</u></b>	Program Coordinator, School and Retreat Programs	<b><u>FLSA:</u></b>	Exempt
<b><u>Reports To:</u></b>	Program Director	<b><u>LOCATION:</u></b>	Tecaboca

**General Summary:** The position is responsible for School and Retreat Program delivery, including but not limited to program planning, marketing, implementation, and evaluation of programs.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the recruitment, planning and organization of Tecaboca schools programs including challenge, retreats and environmental science; including communicating with the teachers and school leaders.
2. Communication of Tecaboca's mission and core values, (including: community building, land stewardship, Catholic spirituality, and the integrity of creation), by words and habits, both in the workplace and when representing Tecaboca in recruitment, public relations, and fundraising events.
3. Be part of a staff and volunteer rotation as host of groups leasing the facility for retreats.
4. Must be able to live in onsite at Tecaboca.

**QUALIFICATIONS AND EXPERIENCE**

1. Bachelor's Degree in field related to providing educational, retreat, or outdoor experiences to youth and adults.
2. Three years of pre professional or professional experience in a field related to providing educational, retreat or residential outdoor experiences to youth and/or adults.
3. Experience with the American Camp Association Standards Program preferred.
4. An understanding and experience with the Marianist Catholic traditions and charisms preferred, or willingness to learn about, and to support the vision and values of the Marianists.
5. Ability to use Microsoft Windows programs, including Word, Excel, and Publisher.
6. Must have, or be able to attain, a Texas Driver's License.

**SKILLS AND ATTRIBUTES**

1. The desire and ability to learn about and support the Marianist Charism, in order to facilitate the development of Marianist spirituality with all staff and volunteers.
2. Team player that works well with planning and communicating with colleagues to deliver quality retreat and camp programs.
3. A passion for the outdoors and its stewardship, as a sacred place that can reach children and adults spiritually, and as a backdrop for positive recreation.
4. Energy and enthusiasm for leading young people in an outdoor setting.
5. Embraces diversity and inclusion.
6. Experience in recreational programs, particularly in one or more of the following: Challenge Course, Shooting Sports, Horseback Riding, and/or Water Sports.

7. Be able to communicate in writing using correct English usage, spelling, grammar, punctuation and vocabulary.
8. The ability to create and follow budget needs for assigned and developed programs.

#### **PHYSICAL DEMANDS**

Work is generally in an indoor/outdoor setting. Scheduled weekend or evening work. Must be able to handle, lift, push/pull objects and or materials of up to 40 pounds. Must be able to certified in High Ropes Course leadership. Must be able to use telephone (hear and speak) and a computer.

#### **REASONABLE ACCOMODATIONS:**

Lifting up to 40 pounds is essential for this position. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

*Salary Range: \$35,000-38,000 plus housing in apartment.*

*Start date: mid January, 2022*

*Interested in this position?*

*Send a cover letter and resume' to Kay Tally-Foos, Executive Director,  
director@tecaboca.com.*