



CHRISTIAN BROTHERS

# La Salle Manor Retreat Center

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To: All

From: Scott Baietti, President  
Julie Schwartz, Retreat Director

Date: March 22, 2023

## Re: Position Opening - Retreat Coordinator

**Position title:**

Retreat Coordinator

**Reports to:**

Retreat Director

**Overview:**

A Retreat Coordinator is a member of the La Salle Manor Retreat Team, who along with their supervisor, the Retreat Director, plan and execute roughly 50 retreats annually. Retreats range from half-day to three full days, and cover topics ranging from a young person's relationship with God, seeing God in their everyday life, learning about God's love for all, and more. Retreat programs also develop young peoples' personal identity awareness, relationships with peers, and confidence in themselves.

By leading games and ice-breakers, delivering personal witness talks, guiding small group discussions, and building relationships with students on retreat, the Retreat Coordinator has a critical role in the success of the retreat program of La Salle Manor. Retreats often take place at La Salle Manor in our rustic log cabin lodge, but the Retreat Team is also available to provide individual and group services to schools for retreats off-site as well.

In addition to their work on retreat, Retreat Coordinators have collateral assignments at La Salle Manor assisting with other areas of the business. Collateral assignments are decided by the President and Retreat Director and take into account the interests and skills of Retreat Coordinators. Example collateral assignments are in digital media (social media, blogs, newsletter, etc.), maintenance and housekeeping, marketing and business, other experiences can be designed as well.

**About La Salle Manor:**

La Salle Manor Retreat and Conference Center is a non-profit Catholic Retreat Center founded in the Lasallian Tradition by the De La Salle Christian Brothers. Hosting third party groups for retreats and meetings 300+ days a year, the primary mission of La Salle Manor is to serve the youth - particularly Chicagoland High Schools - providing retreat programming, comfortable space for relaxation, and an inviting atmosphere that allows connection with the God and spiritual development. With a 2000+ square-foot log cabin lodge, 56-bed dorm, several outbuildings and private residences, a pool, and 47 acres of land with lake, nature trail and recreational areas, LSM hosts between 4500-6000 individuals annually in a variety of settings to suit the group as well as 8-12 on-site permanent residents. Composed of a small staff, everyone at La Salle Manor understands they play an integral role in supporting the mission and contributing to the hospitality of every guest.

Retreat Coordinators live on-site in their own community house, and together with the President and President's family form an intentional community recognized by The Brothers of the Christian Schools (Lasallian Christian Brothers) Midwest District. On-site housing, meals, utilities, and other amenities are

considered part of the entire compensation package for Retreat Coordinators. The community spends time together, learning from each other and building relationships. Community members contribute to the upkeep of certain aspects of The Manor grounds and facilities as well as assisting with hosting weekend groups.

### **Benefits**

- Salary
- Room/board
- Medical and dental insurance premiums fully covered
- Vehicle usage

### **Qualifications**

- HS Diploma or Equivalent
- Live an active spiritual life and capable of discussing your faith openly with others
- Experience working with youth (volunteer or professional)

### **Preferred Qualifications**

- College degree
- Knowledge of Catholic and Lasallian traditions and teachings
- Experience in ecumenical and/ or non-Christian faith ministry
- Experience working retreats or within youth ministry

### **To apply:**

Please send resume and cover letter that addresses your interest, skills, and characteristics that make you well suited for this opening to [hiring@lasallemanor.org](mailto:hiring@lasallemanor.org). Applications will be reviewed as they are received.

Applications will be accepted until the position is filled.

Questions about La Salle Manor or this opening can be emailed to [jschwartz@lasallemanor.org](mailto:jschwartz@lasallemanor.org), [sbaietti@lasallemanor.org](mailto:sbaietti@lasallemanor.org), or by phone 630-552-3224.

Qualified applicants will receive information about interviewing by phone/ zoom and possibly in-person.