



Job Title: Activities Team Member – Over Nights

Location: Catholic Center

Reports To: Facilities & Activities Manager

FLSA Status: Intermittent; Hourly (0-25 hrs per week)

Last Revised: December 2023

We, the Catholics of the Diocese of Evansville, are committed to continuing the mission of Jesus Christ in the world today by joyfully living the gospel, ministering to all in justice and charity, and inviting people into a personal encounter with the living God through Word, Sacrament and Service.

Summary:

- This role will be responsible for acting as the point of contact on premise for overnight retreat and events. This position will stay on premises throughout the evening to provide assistance as needed. This includes set up and clean up for the various events that take place onsite. The hours and shifts for this position will vary depending on the needs and amount of retreats scheduled.

Essential Job Functions:

- Maintain Catholic Center Building and Sarto Retreat House
- Be responsible for the locking and unlocking of the buildings, including arming and disarming alarms.
- Conduct light custodial services throughout the property.
- Prepare and clean up facilities for retreats and meetings.
- Perform hospitality duties and tasks.
- Assist with meal serving and clean up.
- Act as point of contact during events for any issues that arise.

Desirable Skills:

- Detailed organizational skills
- Reliability
- Positive Personality

Employees shall exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply, please send your resume to: humanresources@evdio.org.