

**Job Description**

**Job Title:**

FSC Spiritual Director

**Reports To:**

FSC Director

**FLSA Classification:**

Exempt.

**Creation/Last Revised:**

8/2021

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**Job Summary:**

The person in this position is a Spiritual Director, offers Spiritual Direction, serves on the core team of the Spiritual Direction Preparation Program (SDPP) and assists the SDPP director with program administration, and offers supervision to SDPP participants. This person works with a variety of specialty programs, including Group Spiritual Direction, 5th Step, private and group directed retreats and other programming as needed. This person functions as a member of the FSC team in welcoming and modeling hospitality to Center guests.

**Job Type:** Full-time

**Education & Experience:**

Knowledge of spirituality, retreat ministry/spiritual direction or theology at a level normally acquired through completion of a Master’s Degree or certification in a spiritual direction training program or previous experience as a retreat/spiritual director.

**License requirements:**

**Essential Duties:**

* Provide spiritual direction to guests using Center services.
* Serves on the core team of the Spiritual Direction Preparation Program (SDPP).
* Assist the director of SDPP in program administration.
* Supervise individual SDPP students.
* Co-facilitate group spiritual direction.
* Provide 5th Step listening for persons in recovery.
* Design, develop and lead programs and retreats at the Center.
* Assist with outreach to churches, businesses and community organizations.
* Assist with Center events and programs.
* Participate in staff meetings and team planning.
* Complete other related duties as assigned.

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Has proven skills as a spiritual director.
* Able to provide administrative support for SDPP.
* Experience with leading programs and retreats, or willingness to learn.
* Must be reliable, organized, able to work independently to meet deadlines.
* Must respect the confidentiality of others.
* Willingness to maintain and foster the tradition of Franciscan hospitality.
* Must be able to relate well with others.
* Ability to work effectively with others as a team member.
* Excellent communication/customer service skills, verbal and written.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands and finger, handle or feel. Occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Prerequisite**: Physical exam, Tuberculosis screening test, drug screen, criminal background check

**Disclaimer clause**

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

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