



RETREAT LEADER JOB DESCRIPTION AND QUALIFICATIONS

The CfR Retreat Leader is responsible for the successful management of the entire retreat and for ensuring that it is conducted according to established CfR guidelines and protocols. The Retreat Leader works under the guidance of the Program Coordinator.

Qualifications:

- Ability to inspire and capably lead the volunteer retreat staff team for the 3-day retreat.
- Excellent organizational, time-management, communication, and team-building skills.
- Comfortable talking effectively about CfR's national mission and the local program.
- Ability to exemplify for other retreat staff how to create a positive, safe, trusting, and fun atmosphere for retreat participants.

To become a Retreat Leader, you must:

- Serve as a retreat leader trainee for at least one retreat.
- Understand and follow all CfR retreat policies, procedures, and activities.

Job Responsibilities:

- **Prior to the retreat**, check in with retreat staff to ensure all are healthy and able to participate (see [volunteer health guidelines](#))
- **Preparation for arrival of participants**
 - Manage staff in organizing registration area, check-in procedures, gear distribution area, resource table, facility arrangements, and many other set-up tasks.
- **Staff meeting before arrival of participants**
 - Lead staff meeting to cover staff assignments, participant medical considerations, media plans, staff communication and conduct, retreat schedule, confidentiality, etc.
- **Retreat introductions and schedule overview**
 - Lead participants and staff in introductions and an overview of the schedule, and give background about CfR and local volunteers and support.
- **On-going retreat responsibilities**
 - Ensure that all tasks are taken care of such as fishing gear distribution and collection, assessment of river conditions, river helper orientation and assignments, graduation ceremony details, and any issues having to do with a smoothly run and well-organized retreat.
 - Make sure retreat stays on schedule; keep participants and staff informed with regular announcements and reminders, and check in on delegated tasks.
 - Conduct staff meetings to assess how things are going and make sure that any issues are appropriately addressed.
 - Assist the Wellness Team (psychs and meds), as needed, on concerns and emergencies.
 - Ensure Incident Report forms are completed and submitted to the national office for all retreat emergencies or accidents that require medical attention OR for psychological/emotional crises.
- **End-of-retreat tasks after participants depart**
 - Conduct staff meeting for team to debrief the retreat.
 - Ensure gear and materials are collected and national office paperwork is completed.