

# **Retreatant Welcoming, Cleaning, and Facilities Caretaker**

## **Patris Corde Mission**

Patris Corde Hermitage was founded to create a place for Catholic laity, priests and religious to leave the world and encounter God in the silence of a hermitage. Our mission is to build up the evangelical efforts of the Catholic Church by providing a space dedicated to prayer and contemplation, supporting fruitful vocations in the Archdioceses of Denver and beyond.

Please visit our website at [www.PatrisCorde.org](http://www.PatrisCorde.org) for more information about our mission.

## **Position Summary**

We are seeking a full-time Retreatant Welcoming, Cleaning, and Facilities Caretaker as we begin this exciting mission of prayer and encounter with God. This staff member will be responsible for helping with welcoming retreatants and taking them to and from their hermitage upon check-in/check-out, daily cleaning/sanitizing, landscaping, grounds maintenance, and any other services and repairs required to maintain multiple buildings and 250 acres of grounds in the Colorado mountains. This staff member will play a pivotal role in welcoming retreatants and making Patris Corde Hermitage a safe and beautiful place to retreat and pray.

## **Salary and Benefits**

- Schedule: Full Time position. A willingness to move to Grand or Summit County is necessary.
- Pay Range: \$70K-\$85K depending on experience and potential. Opportunity for growth.
- Salary position with paid vacation time.
- Option for small on-site employee house at reduced cost.
- Health coverage must be obtained and paid for independently by the employee through their own medical insurance or health share plan.
- A minimum of a one year commitment is required.

## **This Job Opportunity and Background**

Guided by our board, which consists of business people and clergy, we are seeking a partner who is passionate about our mission. We began planning this retreat center in 2020 with the support of Archbishop Aquila and many priests. As of this writing, we have completed the second building phase which includes finishing the construction of the first group of six hermitages. We have been blessed to host many retreats during construction, and since our full opening on December 31<sup>st</sup>, 2025, we plan to continue this work of providing a space of encounter and renewal for many more vocations as the Lord provides.

## **Responsibilities and Requirements**

This staff member will receive in-person training in all aspects of the position. The staff member would be expected to:

- Welcome retreatants and assist in the arrival and check-out process, including driving retreatants to and from their hermitage.
  - Clean and sanitize hermitages on a daily basis.
  - Work with and receive training from the founder to determine supplies and materials needed, schedule, tasks, etc.
  - Maintain a variety of equipment and fixtures using carpentry, plumbing, electrical and other trade skills – **as noted above, the necessary training in all of these fields will be provided.**
- A desire to learn and adeptness at working with hands is required.**
- Perform preventative maintenance and emergency repairs.
  - Maintain trails and roads on property such as snow and/or debris removal.
  - Maintain landscaping by watering, seeding, weeding, etc.
  - Assist in the construction of various buildings.
  - Respond to and complete work orders in a timely manner.
  - Maintain daily log of work completed, materials used, necessary record.
  - Perform related duties as assigned.

## **Qualifications and Necessary Knowledge, Skills, and Abilities**

- Strong alignment with Patris Corde Hermitage's mission and our core values:
  - Thankfulness: It is our joy to provide and care for this place of refreshment and encounter with God.
  - Humility: We desire to serve our retreatants, donors, and builders with humility and Selflessness.
  - Passion: Empowered by the Holy Spirit, we strive for excellence and to work with our whole being, as working for the Lord. (Col 3:23)
- Passion for renewing the Catholic Church through prayer and contemplation.
- Adept at working with hands and tools.
- Willingness to receive ongoing direction and to seek council with questions.
- Strong attention to detail.
- Ability to learn how to safely operate/drive various equipment, machines, and tools with training.
- Ability to plan, organize, and prioritize work and projects to meet deadlines and accomplish assigned tasks within established timelines (including maintaining accurate records/files)
- Problem solving and analytical skills.
- Communicate effectively in oral and written forms.
- Ability to meet the physical requirements of the job.

To apply, please email your resume to [john@patriscorde.org](mailto:john@patriscorde.org).