

Facilities Caretaker and Retreatant Welcoming Position

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 for more information about our mission.

Position Summary

We are looking for a full-time maintenance and building staff member as we begin this exciting mission of prayer and encounter. The Maintenance and building Staff Member will be responsible for helping with continued construction as well as building maintenance, cleaning, landscaping, 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 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 are 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.

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 31st, 2025, we plan to continue this work by providing a space of encounter and renewal for many more as the Lord provides.

Responsibilities and Requirements

The Maintenance and Building Staff member will receive in-person training in all aspects of the position. The Staff member would be expected to:

- Work with and receive training from the founder to determine supplies and materials needed, schedule, tasks, etc.
- Perform preventative maintenance and emergency repairs
- Maintain trails and roads on property such as snow and/or debris removal
- Diagnose, repair, install and 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
- Maintain landscaping such as trimming greenery, mulching, watering, seeding, weeding, etc.
- Clean and sanitize hermitages on a daily basis
- Welcome retreatants and assist in the arrival and check-out process
- 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)
- Adept at working with hands and tools
- Passion for renewing the Catholic Church through prayer and contemplation
- Willingness to receive ongoing direction and to seek council with questions
- Strong attention to detail
- Ability 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)
- Effectively work independently and as a collaborative team member
- Problem solving and analytical skills
- Communicate effectively in oral and written forms
- Ability to meet the physical requirements of the job