



## HOSPITALITY ROLE POSITION DESCRIPTION AND QUALIFICATIONS

The primary role of the person in the retreat staff position of “Hospitality” is to help the participants feel comfortable and welcome. A secondary role is to help staff as needed. Often this position is filled by a past participant who may also serve in the position of Participant Coordinator.

### **Job Responsibilities:**

- Helps welcome the participants as they arrive.
- Tasks assigned (by Retreat Leader) at the beginning of retreat or as needed.
- Responsibilities may vary according to the needs of the participants and staff.

### **The Candidate Should:**

- Have an outgoing and friendly nature.
- Demonstrate excellent interpersonal and communication skills.
- Have the ability to work independently and as part of a team.
- Be knowledgeable about the CfR Psychosocial Guidelines.
- Have knowledge of and be sensitive to breast cancer issues.
- Use the Wellness Team (Medical and Psychosocial Facilitators) as a resource for participants’ needs.

### **Attendance at Activities:**

- Attends all retreat activities except Medical Talk and Evening Gathering which are attended only by participants and Wellness Team.

### **Time Commitment**

- Attends the entire retreat, from the pre-retreat staff meeting held several hours before participants arrive through the follow-up staff meeting held after participants depart (generally from about 1 p.m. on the first day until about 4 p.m. on last day) – see **Sample Schedule**.

See [Volunteer Guidelines](#) for additional information about volunteering for this position.