



RETREAT LEADER POSITION 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.

Should a participant or retreat volunteer require medical treatment or emergency care while at a CfR retreat, CfR retreat staff have permission to disclose that person's protected health information with healthcare providers (physicians, hospital staff, paramedics, etc.) if needed. Prior to the retreat, all retreat staff are sent an optional Health Questionnaire allowing them to list medical conditions, prescriptions, etc. This information is only shared with the Retreat Leader and Wellness Team (Medical & Psychosocial Facilitators), and is for emergency purposes only. The information should be destroyed (shredded, deleted) following the retreat.

Job Responsibilities:

- **Prior to the retreat**
 - Check in with retreat staff to ensure all are healthy and able to participate
- **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.
- **Hold 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.
- **Ongoing retreat responsibilities**
 - Ensure that all tasks are taken care of such as fishing gear distribution and collection, assessment of river conditions, Fishing Guide orientation and assignments, graduation ceremony details, and any issues having to do with a smoothly-run and well-organized retreat.
 - Make sure the 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 (Medical & Psychosocial Facilitators), 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 a staff meeting for the team to debrief the retreat.
 - Ensure gear is properly cleaned for shipment back to the national office.
 - Make sure all materials are collected and national office paperwork is completed.

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