Division/Department: P/DF-Chapel House

Full time/Part Time: Full-Time

Working hours: Weekdays, evenings, overnight and occasional weekends

Job Description: Located on a hill above Colgate University in Hamilton, New York, Chapel House provides guest rooms, a library, a music room, a serene chapel, religious art from all over the world, wooded lands, and silence, for persons of any religious tradition, or none, from anywhere in the world, to read and pray about, to reflect or meditate on, religious insights shared by men and women of the great religious traditions of the world.

Responsibilities include supporting the daily operations and coordinating educational programming and outreach initiatives related to the activities of the Fund for the Study of the Religions of the World. Also responsible for occasionally supporting the hospitality provided for daily visitors and overnight guests of Chapel House.

Specific accountabilities include:
- Support the daily operations of the Religions of the World Program, including planning logistics and executing programs and events, marketing, monitoring budgets, ordering supplies, maintaining records, and managing correspondence.
- Regularly teach classes (not credit bearing) or offer programs of instruction that enrich the understanding of religion and spirituality for members of the Colgate community and beyond.
- Serve as outreach coordinator for Chapel House to Colgate's co-curricular programs and centers that can benefit from the offerings of the center, including Colgate University Chapel and the many religious organizations it sponsors, Shaw Wellness Center, Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE), Outdoor Education, The Sophomore Residential Learning program, the Counseling Center, and others.
- Support the daily operations of Chapel House on occasion, including welcoming and receiving guests, collecting and accounting for overnight guest fees, handling unanticipated facility or guest-related issues, and ensuring a supportive and
comfortable stay for overnight guests.
- Supervise a student worker staff that supports the activities of Chapel House and the Religions of the World Program.
- Manage proper oversight and care for the Chapel House collections of books, music, and art work.
- Serve as a steady and compassionate resource for guests and visitors to Chapel House in their religious quests.

The successful candidate will reside in the living quarters and appreciate the value of living in a quiet, spiritual, retreat house in a natural setting. The candidate is welcome to take meals alone or join the guests of Chapel House for meals. Compensation includes salary, housing, food and other benefits. It is reasonably anticipated that the duties of this position will not entail more than 37.5 hours of work per week, and may entail even less from time to time such as when there are no guests or visitors present. A spouse or significant other is welcome to reside with the Resident Program Coordinator, but due to the limited facilities available, and the purpose and mission of Chapel House, we are not able to accommodate children or pets. This position will report to the Director of Chapel House.

Qualifications
(Education and Experience): - The successful candidate will possess at least a B.A. with training in Divinity, Religion Studies, Psychology, Pastoral Care, Counseling, Meditation, or the Holistic Education Field.
- Flexibility in schedule on a daily and weekly basis; ability to occasionally work evenings and weekends; and willingness to adapt to changing situations.
- Among the other accountabilities in this description, regular attendance and the ability to occasionally work irregular hours are essential functions of the job.
- Excellent organizational skills with the ability to multitask.
- A solid work ethic with a capacity to self-direct.
- Ability to work as part of a team and to maintain good working relationships with retreatants, faculty, students, and coworkers.
- Commitment to providing quiet and steady support for others in their religious quests and abiding appreciation for religious pluralism.
**Additional Preferred Qualifications:** A master's degree in a related field is preferred.

**Application Types Accepted:** Professional/Administrative

**Special Instructions to Applicants:** It is the policy of Colgate University not to discriminate against any employee or applicant for employment on the basis of their race, color, creed, religion, age, sex, pregnancy, national origin, marital status, disability, protected Veterans status, sexual orientation and gender identity and expression, genetic information, victims of domestic violence and stalking, familial status, and all other categories covered by recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training at all levels of the employment. Colgate University is an Equal Opportunity Employer, Minorities/Females/Persons with Disabilities/Protected Veterans

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