



NOW HIRING!

Weekend Part-Time Admissions Assistant Positions

Looking for a great job for an organization with an outstanding mission? The Retreat, an affordable and accessible Twelve Step recovery program, has positions open for **Weekend** Part-time Admissions Assistants in the Wayzata location. Assistants provide timely on-line lead follow up and lend general administrative support for The Retreat Admissions Department. Applicants would work **8 hours per weekend** and would begin training immediately!

Requirements:

- Working knowledge of the Big Book of Alcoholics Anonymous and the Twelve Step recovery program of AA (active member)
- **The Availability to work on Saturdays & Sundays each week**
- Experience with an office environment and administrative tasks
- Working knowledge of Microsoft Word and Excel with basic internet navigation skills
- Applicant must be a team player, self-motivated and directed and possess the ability to multi-task
- Must have excellent interpersonal skills as well as conflict resolution skills
- Minimum of 1 year sobriety
- Valid Minnesota driver's license

Confidentiality:

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

**Please forward your cover letter and resume to
Rich Murphy, The Retreat's Admissions Coordinator**

rmurphy@theretreat.org

No phone calls, please.



NOW HIRING!

Evening Program Facilitator

The Retreat, located in Wayzata, MN is a non-profit organization offering 12-Step based residential, non-residential and virtual recovery programs for those seeking help with alcohol/drug addiction. We currently have a part-time opening for a facilitator in our Evening Program. Our non-residential programs; Evening, 55PLUS and Virtual Recovery, provide support for people in early recovery from alcohol/drug addiction, using the spiritual principles of the 12-Steps as a guide for building a solid foundation as a member of the recovery community. Our supportive, educational, non-clinical, small-groups have an average size of 10-12 women and men and are facilitated by professional staff. Training would start immediately.

Responsibilities/Requirements:

- Experience facilitating groups is required, experience can be in a variety of settings/fields; addiction recovery (clinical, non-clinical, community based), education, training, non-profit sector
- Facilitate small groups, following The Retreat's Evening Program curriculum guide/handbook
- Create and maintain a small group environment and process that is welcoming, supportive and provides a safe space for all participants
- Teach participants how to live the spiritual principles of the 12-Steps, sharing personal experience when applicable
- Complete attendance sheets and other administrative tasks as required
- Monitor group/participants and communicate issues/problems to staff as needed
- A license in the addiction/mental health field can be helpful but is not required
- Represent The Retreat with integrity, openly sharing the spirit of recovery
- Background and experience in 12-Step recovery is required
- Self-motivated, ability to work independently
- Working knowledge of Microsoft Office Suite and basic internet navigation skills

Compensation: This is an hourly position, starting at \$25/hr.

Confidentiality: Must adhere to and respect Retreat policies regarding past or current guest/participant rights, anonymity and privacy. This covers any written or verbal communication.

**Please forward your cover letter and resume to
Doug Anderson, Director of Non-Residential Programs
danderson@theretreat.org
No phone calls, please.**



NOW HIRING!

Part-Time Kitchen Assistant Position

This is a part time hourly position!! Individual must be passionate about food, have innovative ideas and be comfortable working in a [scratch kitchen](#). Menu consists of American Regional cuisine with some Ethnic cuisine inclusions. Baking experience is not a requirement, but is a plus! Duties include but are not limited to: Cooking, baking, food transport and dining room detail. Must be flexible and available primarily evenings, weekends and some holiday hours.

Requirements:

- Applicant must be a team player, self-motivated and directed
- Must be able to comfortably lift 60 lbs.
- Minimum of 1 year sobriety (if individual is in recovery)
- Flexibility - able to work primarily evenings, weekends and some holidays
- Valid Minnesota driver's license
- Previous kitchen experience

Confidentiality:

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

**Please forward your cover letter and resume to
Ken Chipongian, The Retreat's Chef Manager**

kchipongian@theretreat.org

No phone calls, please.



NOW HIRING in the MEN'S CENTER!

Part-time Retreat Assistant Position

Looking for a great job for an organization with an outstanding mission in the field of alcohol and substance abuse recovery? The Retreat, an affordable, accessible 12-Step residential recovery program, has opportunities to help those seeking recovery at our Wayzata location!

Part-time Retreat Assistant position: Applicants would primarily work evenings, weekends and some holiday shifts

Applicants would begin training immediately

Requirements:

- Minimum of 1 year sobriety
- Knowledge of the 12-Step recovery principles and the Big Book of Alcoholics Anonymous.
- A valid drivers license
- Handle incoming calls in a professional manner; pre-registering potential guests, answering/assisting with program questions, sharing personal experience, strength, and hope
- Guiding guest with issues within the recovery environment and program
- Upholding our program expectations and communicating in a dignified manner to guests and staff; verbally, by email, and computer log
- Processing all paperwork for in person check-ins and check-outs
- Assisting with office responsibilities
- Handling any conflict that may occur per our protocol
- Proficient with Microsoft Products
- Excellent communication skills: Oral, written, telephone, and listening

Confidentiality:

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

**Please forward your cover letter and resume to
Bill Sundell- Men's Office Supervisor/Guest Services
bsundell@theretreat.org
No phone calls, please.**



NOW HIRING in the WOMEN'S CENTER!

Part-time Retreat Assistant Position

Looking for a great job for an organization with an outstanding mission in the field of alcohol and substance abuse recovery? The Retreat, an affordable, accessible 12-Step residential recovery program, has multiple positions open in the National Center for Women's Recovery located at our Wayzata location!

Part-time Retreat Assistant position: Applicants would primarily work evenings, weekends and some holiday shifts

Applicants would begin training immediately

Requirements:

- Minimum of 1 year sobriety
- Knowledge of the 12-Step recovery principles and the Big Book of Alcoholics Anonymous.
- A valid drivers license
- Handle incoming calls in a professional manner; pre-registering potential guests, answering/assisting with program questions, sharing personal experience, strength, and hope
- Guiding guest with issues within the recovery environment and program
- Upholding our program expectations and communicating in a dignified manner to guests and staff; verbally, by email, and computer log
- Processing all paperwork for in person check-ins and check-outs
- Assisting with office responsibilities
- Handling any conflict that may occur per our protocol
- Proficient with Microsoft Products
- Excellent communication skills: Oral, written, telephone, and listening

Confidentiality:

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

**Please forward your cover letter and resume to
Rita Pettiford, Women's Admissions Coordinator**

rpettiford@theretreat.org

No phone calls, please.
