

## Part-time Pilgrimage Coordinator Job Listing

### Job Description

The National Centre for Padre Pio, a Catholic shrine and information center located in Barto, Pennsylvania, is seeking a part-time Pilgrimage Coordinator.

Responsibilities include:

- Serving as the primary point of contact for group leaders planning a pilgrimage to the National Centre, gathering accurate and necessary information concerning groups, and maintaining effective communication with group leaders
- Working with group leaders to develop their individual pilgrimage itineraries
- Overseeing logistics of group visits and shepherding groups during their visits
- Serving as the principal tour guide for adult groups, serving also as speaker for them when the Director of Evangelization is not present
- Serving as the primary tour guide and speaker for all youth groups (Homeschoolers, Confirmation Candidates, Scouts, etc.)
- Interacting directly with visitors who are not part of an organized group on a day-to-day basis (greeting them, answering questions, etc.)
- Publicly praying and livestreaming the daily Rosary and Chaplet of Divine Mercy when needed
- Serving in the capacity of Sacristan and assisting with Mass as needed (previous experience a plus but not required)
- Providing a list of upcoming groups with all pertinent information to other staff members on a monthly basis or as needed
- Maintaining records for group visits and providing an annual report to the Executive Director and General Manager
- Serving as a back-up to the Director of Evangelization when she is not available (will be cross trained in all facets of this position in order to be fully prepared when needed)
- Other duties are possible as the position is further developed.

Salary is commensurate with education and experience.

## **Job Requirements**

The Pilgrimage Coordinator will work primarily on Mondays through Fridays from approximately 10:30 AM to 3:30 PM for a total of roughly 25 hours per week; however, specific hours may fluctuate depending on group schedules. *As such, flexibility with schedule is required.* The Pilgrimage Coordinator may also be called on occasionally to work on Saturdays and Sundays when/if needed.

Applicants should be comfortable speaking to and engaging with large groups of people, with strong oral communication and interpersonal skills being essential.

Applicants should possess a passion for the Mission of the National Centre for Padre Pio and strive to continually grow in one's knowledge of the life and spirituality of Padre Pio.

Applicants must be willing to obtain *Safe Environment Training* which includes a Child Abuse Clearance and a Criminal Background Check.

**Qualified applicants should send a cover letter and resume to Angela McClellan at [angela@padrepio.org](mailto:angela@padrepio.org).**

## **About the Employer**

The National Centre for Padre Pio is located in Barto, Pennsylvania (70 minutes northwest of Philadelphia, 40 minutes southwest of Allentown, and 15 minutes north of Pottstown).

The mission of the National Centre for Padre Pio is to lead souls to God through the example of Padre Pio. In thanksgiving to God for the gift of Padre Pio in our lives, we at the National Centre for Padre Pio humbly strive to continue the salvific mission of Padre Pio. We offer to all, regardless of race, creed, or color, a place of refuge and revitalization in the Franciscan Spirit of love and peace.

In this place of refuge, we endeavor to educate and promote education in the teachings and spirituality of Padre Pio through speeches, seminars, workshops, retreats and pilgrimages.