

Position Description – Transfer Retreat Leader

Retreat Dates: September 26-27, 2026 | Retreat Director: TBD

Retreat Description:

The theme of the Transfer Retreat is “Find your way, find your fuel, find your Loyola.” Transfer students identify that one of the most challenging parts of starting at Loyola is finding and building a sense of community. The Transfer Retreat provides an opportunity, with some powerful leader sharing, meaningful activities, and space for reflection, to foster connections and allows a community to form.

Retreat Leader Expectations:

- **Formation and Preparation**
 - **Common Leader Formation:** August 18, 2026. During this training, leaders from across all Campus Ministry programs will gather together on campus for community building, leadership development, and fun. Note: This event takes place the week before classes start and requires coming back from summer vacation early. We will confirm these dates with you during your interview.
 - **Retreat Team Kickoff:** Sunday, August 23rd, 12:30-4:00 PM in Campus Ministry. This kick off will start with lunch and help to prepare all retreat teams for the upcoming school year.
 - **Weekly Formation Meetings:** Because the Transfer Retreat is happening so early in the semester, some formation and preparation work may be required in the spring semester as well as over the summer. The Retreat Director will coordinate with leaders to arrange a time that works with everyone’s schedule. In the fall semester, meetings will generally happen on Monday or Tuesday evenings between 4:00 and 9 PM.
- **Recruitment:** Retreat leaders are the primary recruiters for every retreat. Our expectation is that each leader will be able to recruit approximately 5-7 participants each for the Transfer Retreat. Registration will happen over the summer and continue until spaces are filled.
- **Talk Preparation:** Each Transfer Retreat leader is invited to give one of the 6-8 minute themed retreat talks during the retreat weekend. We will divide up talk prompts in the spring/summer. Then, to prepare for the talk, the leader will brainstorm and write a draft of their talk in the first half of the summer. Once a draft is written, they will have a read through with the Retreat Director. Once the fall semester starts, leaders will present a draft of their talk to the whole team at a formation meeting, will fine-tune the talk with the Retreat Director, and practice on their own before the retreat.

Desired Leader Qualifications:

- Be at least a second-year student at Loyola, and in good academic and disciplinary standing
- Be able to fully commit to the retreat planning, implementation, and debrief process
- Have previous experience participating in small reflection groups with peers
 - Experience leading or facilitating small group reflections preferred
- Ability to work with participants from diverse backgrounds and religious traditions
 - Experience building community in large and small groups preferred
- Appreciation for Ignatian Spirituality and Jesuit values
- Previous participation on the Transfer Retreat is preferred.
 - *Note: Campus Ministry will also consider applications from leaders from across campus who are previous transfer students themselves and otherwise meet qualifications even if they weren’t able to attend the transfer retreat.*

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Transfer Retreat	September 26-27, 2026	
Date	Event Name	Time
Week of April 13	Transfer Leader Meeting #1	
Week of April 20	Transfer Leader Meeting #2	
Over Summer	Talk Prep with Retreat Director	TBD
August 18	Common Leader Formation	All Day
August 24	All Retreat Leader Gathering	12:30 - 4:00 PM
Week of August 24	Transfer Leader Meeting #3	TBD
Week of August 31	Transfer Leader Meeting #4	TBD
Week of September 14	Transfer Leader Meeting #5	TBD
Week of September 21	Transfer Leader Meeting #6	TBD
Week of September 28	Transfer Retreat Celebration	TBD