



ST. JOHN XXIII  
CATHOLIC CHURCH

# Job Description

## Student Hospitality Intern

### Saint John XXIII Catholic Church

**Status:** Part-Time

**Salary:** \$15/hr (Estimated 15-25 hrs/week)

**Supervisor:** Director of Campus Ministry

**Proposed Start Date:** January 13, 2025

**Benefits eligible:** N/A

#### **About St John XXIII Catholic Church**

Saint John XXIII Catholic Church is located in Fort Collins, Colorado and is the home of Ram Catholic Campus Ministry at Colorado State University. Ram Catholic Campus Ministry exists for the purpose of serving the students at Colorado State University through formation and encounters with the teachings of the Apostles, communal life, breaking of the bread and the Prayers (Acts 2:42).

#### **Qualifications**

The Student Hospitality Intern should be a current student actively enrolled at Colorado State University or Front Range Community College. The applicant should be someone with a strong work ethic and attention to detail, be able to follow directions and have excellent organizational, time management, and communication skills. Students actively involved in the Ram Catholic program at St. John XXIII will be given a priority in the application process.

#### **Position Overview**

The position will have an initial 30 day probationary period where the organization and employee can determine fit. The employee will receive an evaluation after the 30 day period. The student hospitality intern is an at-will employment part-time position. The expectation is to work at least 2-3 evenings from 4-9PM Monday-Friday. Weekend hours could be required as needed.

#### **Student Hospitality Intern: Duties and Responsibilities**

- The primary responsibility is to be the first point of contact for the church and create a welcoming environment at the Front Desk, welcoming students and others during the evenings
- Answering front desk phone during shift
- Picking up inside trash and straightening inside areas of the narthex and campus ministry wing (including kitchen) on a daily basis
- Spot-checking restrooms on a daily basis (refilling toilet paper, soap, paper towels, etc.)
- Helping with set-up and clean up in the narthex (tables for RCIA, etc.)
- Securing/closing all of the Center facilities at the designated times, including ensuring doors are locked, appliances are off, and lights are turned off
- While working Front Desk, completing tasks for RamCatholic and Development, including but not limited to: stuffing and addressing envelopes, writing thank you notes, etc.
- Answering emails from student intern inbox
- Other tasks as assigned

**Daily Closing Duties and Responsibilities**

- Clear all buildings of guests, ensuring that doors are locked during the semester, both interior and exterior
- Other duties as noted on closing checklists or as needed

***Please send a job application to Erika Richard (Director of Campus Ministry): erika@john23.com***