DIRECTOR OF CHRISTIAN SERVICE & IMMERSION

Notre Dame High School, a Catholic, college preparatory school in the Holy Cross tradition, educates the hearts and minds of students who are diverse in talent, ethnicity, and society. As a faith community, Notre Dame strives to provide with a rich academic background, an appropriate sense of self, an opportunity for growth, a commitment to family, community, nation and world, and a respect for the spiritual dignity of all persons. Notre Dame faculty are expected to be men and women of integrity and able to espouse Catholic, Holy Cross, and Notre Dame mission values that will set a positive example for all students.

BRIEF DESCRIPTION OF POSITION

The Director of Christian Service and Immersion is an 11-month, exempt position that reports to the Director of Campus Ministry, and the administrative team of Principal and Vice Principals. It requires a significant amount of nights, weekends, and time during the summer months and school’s vacation times, so flexibility is essential. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as the position is further developed.

ESSENTIAL JOB FUNCTIONS

- Responsible for the planning, organization, and implementation of 5-6 student immersion retreat programs for members of the junior class, with the goal of further developing the program so that eventually the entire junior class will be able to participate over the course of a school year.
- Calendar yearly dates for immersion for the following school year with established community agencies, and make sure they are calendared on NDHS master calendar as well.
- Recruit faculty and parent volunteers to assist with immersion.
- Create positive relationships with local agencies that are in line with the spirit of the retreat, that cater to the elderly, poor, homeless and the disabled.
- Responsible for the selection and placement of students according to established activities by best matching up the students and the activity.
- Manage and arrange for the items needed for the meals and snacks for all students, teachers and parent volunteers during immersion.
- Make temporary housing arrangements for retreat attendees
- Arranges for transportation to all facilities
- Develop collateral materials for the students. eg: binders, letters and any required materials for the immersion experience.
- Conducts organization and cleanup of all items and space utilized by students, staff and volunteers during immersion.
- Administers forms, payments and communication pieces to parents, students and all volunteers.
- Chaperone and supervisory responsibilities during immersion
• Prepares, distributes, and explains packet of information on the Christian Service Program;
• Compiles a list of appropriate Christian Service facilities;
• Supervises student service projects in the community, and hosts at least one service event each month;
• Distributes and collects permission forms for all service projects;
• Coordinates transportation for monthly service projects;
• Approves student placement at appropriate Christian Service facilities;
• Communicates with students throughout the year regarding services opportunities and due dates;
• Encourages and assists other faculty and staff in planning service opportunities for various students organizations, clubs, and athletic teams;
• Collects and reads the reflection papers and alternate creative reflections completed by the students;
• Tracks student Christian Service hours
• Submits the names of students who have completed the Christian Service requirement to the Principal for graduation clearance.
• Nominates Seniors for various Christian Service Awards including the annual Archdiocese Service Award in February;
• Attends annual Archdiocesan Christian Service Award liturgy and ceremony.
• Works with the Campus Minister to coordinate and supervise the Summer Holy Cross Immersion Trip.

EDUCATION AND QUALIFICATIONS

● A degree in Theology, psychology, or a related field, Bachelor minimum, Master’s preferred.
● Ability to develop and implement an effective and engaging program.
● Ability to relate to high school students and build positive relationships while maintaining healthy boundaries.
● Willingness to collaborate, problem-solve, and share best practices with colleagues.
● High-level of familiarity and competence across cultures and multiple perspectives.
● Familiarity and competence in technology skills, and desire to keep learning.
● Must have excellent management, communication, and organizational skills.

TO APPLY: Please email cover letter, NDHS employment application (available on our website), resume, and names of three reference to jobs@ndhs.org.

APPLICATION DEADLINE: Open until the position is filled. The selected candidate must pass an employment background check and all required training and certifications.