

Santa Margarita Catholic High School
Campus Minister
Position Description
2021-2022

Position Title: **Campus Minister**

Reporting Responsibility: Director of Campus Ministry/Chaplain

Duties:

1. Work with AD/Retreats Coordinator on:
 - Work with A.D./Retreats to coordinate, plan, organize, facilitate and attend all grade-level and outreach retreats, including overnight retreats (30+ nights/yr. on retreat)
 - transportation arrangements for retreats and campus ministry events
 - Promotion of retreats and events
 - Recruitment of parent volunteers/retreat chaperones
 - Processing of volunteers through Safe Environment and onboarding protocols
 - Update and keep retreat registrations, release forms, waivers and retreat fees/funds
 - Communicate with parents and students in regard to any field trip, retreat or event
 - Update and keep retreat registrations, release forms, waivers and retreat fees/funds
2. Assist AD/Coordinator of Christian Service on:
 - Caritas Christi Project (freshman) -Special Olympics - 3 annual events
 - Agnus Dei Project (Sophomore) -Second Harvest – 20 annual trips
 - creating, planning, organizing, and supervising the Lumen Christi Service Fair
 - planning, organizing, and supervising the faculty/staff service retreat.
 - creating and distributing paperwork associated with Christian Service events: permission slips and attendance lists
 - Service immersion experiences
3. Copy invoices, purchase orders, check requests for each retreat and annually
4. Manages facility needs and requests for all Campus Ministry events
5. Keep inventory of office supplies and re-stock as needed
6. Meet on a regular basis with Campus Ministry Team to discuss calendar/events.
7. Attend early morning and/or evening meetings, as necessary, for Campus Ministry events, retreat planning, leadership training, parent meetings, etc.
8. Support all Campus Ministry events, activities, and Campus Ministry Director as needed and requested
9. Perform all other duties as assigned by the Chaplain/Director of Campus Ministry

Qualifications: Practicing Catholic in good standing with the Church. Experience in education, ministry, and/or events planning. Undergraduate degree in related field preferred.

Necessary Skills: Working knowledge of Catholic campus events and operations. technical experience including computer skills (Outlook, Powerpoint, Excel, Word, Publisher), experience with presentation software (ProPresenter, EasyWorship, MediaShout); Internet skills (website, social media, research, etc); proven time management, organizational and communication skills; high level attention to detail.

Work Schedule: Fulltime, 10-month, non-exempt staff position with benefits as outlined in the Employee Handbook and attendance at retreats and Campus Ministry events

Employee Certification of Job Description

I hereby acknowledge that I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the job duties and performance expectations. I understand that the job description may be revised from time to time in the future by Santa Margarita Catholic High School in its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with Santa Margarita Catholic High School is at-will, meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work.

Employee Signature

Date

Print Name