

Santa Margarita Catholic High School
Assistant Director of Campus Ministry – Christian Service
Position Description
2021-2022

Position Title: Assistant Director of Campus Ministry-Christian Service

Reporting Responsibility: Assistant Director of Campus Ministry-Christian Service reports to the Director of Campus Ministry

Duties: Position has responsibility:

- Gather, update and disseminate information about service opportunities to the SMCHS community.
- Integrate a spirit of service into the daily lives of the students.
- Educate the SMCHS community about SMCHS service guidelines and requirements
- Monitor student participation in service, updating student service records in MobileServe as well as maintain student service files while the student attends SMCHS.
- Send service project delinquency notifications twice a year, in June and in January, and to apprise the members of the Counseling Department and IB program of service project delinquencies.
- Manage student deficits and communicate graduation holds to Activities Director, Counseling, and Registrar.
- Actively build and cultivate a network of service organizations for partnership with SMCHS.
- Researches, promotes, and helps schedule chaperones for local and domestic student service trips (when applicable).
- In collaboration with Director of Campus Ministry, oversee all aspects of the 9th, 10th, 11th and 12th grade-level service learning programs:
 - Develop, evaluate, and adjust curriculum for grade-level Theology of Service sessions
- In communication with Director of Campus Ministry, develop, oversee and administer the 9th, 10th, 11th and 12th grade service projects: (Freshman-Caritas Christi, Sophomore-Corpus Christi, Junior- Lumen Christi I, Senior-Lumen Christi II)
- Provide oversight for all SMCHS service clubs.
- Maintain records of Service Custodial Account expenses and income for all SMCHS service events.
- In communication with Director of Campus Ministry, design and coordinate all aspects of the annual Faculty and Staff Service Retreat.
- Coordinate Faculty/Staff/Parent volunteers for all Christian Service events.
- Purchase supplies for SMCHS Service events.
- Attend Campus Ministry meetings.
- Meet regularly with the Director of Campus Ministry to collaborate, share ideas, visions and other pertinent information with regards to service and budget.
- Work alongside the Director of Campus Ministry to research and investigate ways to grow and adapt Service Learning at SMCHS.
- Available to meet with students as necessary for pastoral and/or service related mentoring.
- Support Campus Ministry activities as needed and requested by the Campus Ministry Director.
- Perform any other duties as assigned by the Principal and/or Director of CM.

Qualifications: Degree in Theology or Religious Studies from a Catholic University or, if a secular degree, Basic Certification in Theology from the Diocese. Previous experience organizing student group activities/field trips. Be a living embodiment of the school's Charism, Caritas Christi, and its Core Principles of Compassion, Humility, Goodness, and Justice.

Work Schedule: Full/time, 10-month position (exempt-staff) with benefits as outlined in the Employee Handbook.