



**Bellarmino**  
College Preparatory

## ***Director of Christian Service***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory, located in San José, California invites applications for a full-time Director of Christian Service position, reporting directly to the Principal. Guided by social teachings of the Catholic Church and Ignatian Spirituality, the Director of Christian Service leads a team whose priority is to foster a commitment to service, service-learning and justice. Crucial to our mission is a faith that does action which imparts Gospel values, passion, commitment and faith-learning in young men. With the Director’s vision and oversight, students, faculty and staff will engage in social justice issues through service and immersion activities. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities**

#### ***Faith Community Affairs:***

- Support the mission and philosophy of Bellarmine College Preparatory
- Collaborate with Campus Ministry, Religious Studies and Associated Student Body to integrate Catholic identity, Ignatian spirituality and values of social justice among all stakeholders
- Model of servant leadership to students, faculty, staff, and the community

#### ***Program Development, Oversight and Implementation:***

- Manage, mentor, and provide pastoral leadership for collaborative Christian Service team
- Annually assist in hiring, training and support of the Christian Service Program (CSP) Alumni Volunteer
- Develop, execute and participate in service-learning opportunities, immersions, justice advocacy work reflections and integration opportunities in an age-appropriate scope and sequence
- Hold students to a consistent standard of integrity and accountability as they fulfill their service requirement
- Plan and implement service opportunities for faculty/staff
- Coordinate service opportunities with interested co-curricular programs
- Provide formation and ministerial training for all who engage in service opportunities
- Co-moderate and mentor the Agape club and student leaders who partner with the Christian Service Program to implement school wide drives
- Promote and support student-initiated service events, fund raisers and drives
- Cultivate and nurture a supportive and mutualistic relationship with community partners
- Oversee administrative tasks such as service records, budget, charitable donations, transportation schedules, arrangements with service organizations, and participation in the Principal’s Advisory Council
- Recognize and award outstanding service achievement by Bellarmine students

***Public Relations and Communications:***

- Communicate with students, parents, faculty/staff regarding Christian Service, immersion and service-learning opportunities and events

***Liaisons and Other Responsibilities:***

- Maintain and pursue positive working relationships and face-to-face connections with all internal (Bellarmine Mothers' Guild, Bellarmine Dads' Club and Bellarmine Alumni liaisons) and external contacts (local catholic schools), including local service organizations and leaders in justice
- Attend and actively participate with regional and national JSN cohort gatherings as well as attend Bay Area service and social justice ministry gatherings
- Serve on school committees at the request of the administration
- Perform or manage other duties and/or projects as assigned

**Minimum Qualifications/Skills:**

- Bachelor's degree and five years working in a Jesuit high school, Catholic High School or private high school where community service was an integral part of the student and community experience
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Strong presentation skills
- Strong organizational skills
- Ability to work effectively with students and staff at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Proven innovator, self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events
- Ability to perform the job safely with respect to others, property, and individual safety

**Preferred Qualifications:**

- Master's degree
- Demonstrated experience in supervision and organization of volunteers; international service experience
- Proven ability to facilitate the successful participation of students in service and immersion programs
- Teaching credential and high school classroom experience
- Experience working in a Catholic school or Jesuit school

**Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

## General Information:

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for Bellarmine's premier benefits package
- This position has direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about July 1, 2020 to prepare for the school year (which begins in early August) and is to be completed in accordance with the published school calendar or as instructed by the school's administration

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**To Apply Online:** Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating "**Christian Service**" in the subject line of the e-mail.

**To Send by Mail:** Bellarmine College Preparatory  
Attn: Human Resources  
960 West Hedding Street  
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. \*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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