



Bellarmino
College Preparatory

Director of Christian Service

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with 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, 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 justice which takes action by imparting 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.

Essential Responsibilities

Faith Community Affairs:

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

Program Development, Oversight, and Implementation:

- Develop, articulate, and sustain a vision for the Christian Service Program
- 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 fulfil 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 CSP to implement school-wide drives
- Promote and support student-initiated service events, fund raisers, and drives
- Cultivate and nurture a supportive and collaborative 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 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 (Jesuits West) and national (Jesuit Schools Network) cohort gatherings as well as attend Bay Area service and social justice ministry gatherings
- Serve on school committees at the request of the administration, particularly committee work for annual Justice Summits
- Perform or manage other duties and/or projects as assigned

Minimum Qualifications/Skills:

- Bachelor's degree and five years' experience with the duties and responsibilities as listed above.
- 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
- 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 and organizational skills
- The ability to work effectively with students and staff at all levels, displaying a positive attitude, demonstrating cultural proficiency, and exhibiting motivation and drive.
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- 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 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 travel around our campus safely and comfortably
- 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 excellent 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, 2021 to prepare for the school year (which begins in early August)
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To Apply Online: Please complete the *Bellarmino Faculty Application Form* located on our [employment webpage](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating “**Christian Service**” in the subject line of the e-mail. Priority will be given to those applications submitted by Friday, February 5th.

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.*
