



**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 position. This position reports 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 the commitment to service, service-learning, and justice. Crucial to our mission is a faith that does justice 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

### **Essential Responsibilities:**

#### **Faith and Community Affairs**

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

#### **Management, Program Development, and Oversight**

- Manage, mentor, and provide pastoral leadership for collaborative Christian Service team
- Provide vision and strategic leadership for Christian Service Program
  - Develop, articulate, and sustain a vision for the program
  - Establish short-and long-term goals for student-centered program
  - Review, revise, monitor, and annually refine department strategic goals
- Oversee the planning and implementation of service opportunities for faculty/staff
- Collaborate with co-curricular program leads to develop service opportunities
- Support team and collaborate with the Dean’s office in holding students to a consistent standard of integrity and accountability as they fulfill their service requirement
- Work with team to recognize and award outstanding service achievement
- Assist and mentor Agape club and student leaders who partner with the Christian Service Program to implement schoolwide drives and outreach events
- Promote and support student-initiated service events, fundraisers, and drives
- Oversee general administrative tasks
  - Service records and database management, transportation schedules, event services coordination, charitable donations, arrangements with service organizations, website, and forms updates
- Develop and manage budget
- Assist in hiring, training, managing, and supporting the Christian Service Program (CSP) Alumni Volunteer and other short-term/temporary members of the staff team



### **Program Implementation**

- Lead and oversee the annual service requirement for all students
- Oversee and support the Asst. Director of Immersions in creating and implementing immersion trips and related programming
- Create, enhance, and implement service-learning opportunities, days of service, immersions, justice advocacy work, reflections and integration opportunities in an age-appropriate scope and sequence
- Provide formation and ministerial training for all who engage in service opportunities
- Support and develop student leadership in matters related to service, advocacy, and justice work

### **Public Relations and Communications**

- Create, cultivate, nurture, and sustain a supportive and mutualistic relationship with community partners
- Communicate with students, parents, faculty/staff regarding Christian Service, immersion and service-learning opportunities and events
- Work with Communications staff to create timely announcements, articles, and promotions for the service and immersion programs and related 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 initiatives, meetings, events, and cohort gatherings, as well as attend Bay Area service and social justice ministry gatherings
- Collaborate with Jesuits West schools on service and justice initiatives and events
- Serve as a member of the Silicon Valley Safe Park network and host an annual safe park program on campus
- 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 concurrent projects/events/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 benefits
- This position has direct reports: administrative support, assistant directors
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about July 1, 2022, 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:** View [BCP Career Center](#) and apply directly online.

*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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