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| **Job Title: Director of Christian Service** |  **Date: December 10, 2018** |

**Primary Purpose & Function:** To create, supervise, and enhance all community service projects and immersion trips and to assist with the liturgical and retreat life of the school as a member of the Mission & Ministry Team which reports directly to the Dean of Mission and Ministry.

**Role & Responsibilities:**

* Organize, supervise, and execute all domestic and international immersion/service experiences.
* Organize, supervise, and execute Bridgeport Urban Plunge retreats.
* Organize and supervise the *Ignatian Family Teach-In* conference in Washington, D.C.
* Organize and supervise all service drives (food, clothing, etc.) held at Prep in collaboration with Faculty Department Chairs including the *Great Ignatian Challenge*.
* Organize and supervise the *Social Justice Tournament*.
* Responsible for organizing, supervising, and implementing Fairfield Prep’s Christian Service Program, including the execution of a service fair for students to introduce them local agencies.
* Communicate and collaborate with Theology Department regarding service grades including overseeing senior service hours via *Mobile Serve* application.
* Maintain and update the Christian Service section of Fairfield Prep’s website.
* Collaborate with the Director of Communications to ensure Christian Service programs are well advertised in our publications.
* Organize, supervise, and execute Freshman Field Day while collaborating with Director of Campus Ministry for the Freshman Retreat.
* Assist the Director of Campus Ministry in events and activities associated with the liturgical and retreat life of the school.
* Perform administrative duties including, but not limited to, preparing and overseeing department budgeting.
* Collect quantitative and qualitative data as required to inform the efficacy and the enhancement of current programs and events as well as the development of new programming and events.
* Participate as needed on various school committees and at various school events.

**Skills & Qualifications:** Check all that apply

 [x]  Knowledge of Basic Microsoft Office Skills [x]  Travel Required

 [x]  Ability to Work within a Team [x]  Travel Required to School Functions & Events

 [x]  Good Communication Skills [x]  Flexibility to Work Evenings & Weekends

 [x]  Well Organized [x]  Availability by Phone Evenings & Weekends

 [x]  Self-Starter [x]  Perform Strenuous Physical Activities

 [x]  Ability to Multi-Task [x]  Ability to Lift & Carry

 [x]  Detail-Oriented [ ]  Repetitive Motion

 [x]  Good Analytical Skills [ ]  Other (Describe)

**General:**

* Participate in the growth and development of Fairfield Prep, which includes:
* Being open to growth with the ability to adapt to change
* Promoting a courteous image as a representative of Fairfield Prep
* Participating in & promoting the Jesuit, Catholic mission of Fairfield Prep
* Attending departmental and school meetings, school masses and retreats as requested
* Keeping current with industry standards and trends through such items as membership in professional associations, attendance at workshops and seminars and in the reading of professional literature
* Preforming efficiently in all work-related functions
* Promote safe and secure working conditions, which include:
* Notifying supervisor immediately of any unsafe working conditions
* Promoting the proper utilization of equipment and materials
* Perform other duties as related or dictated by responsibilities

***Duties May Be Changed and/or Added at any Time***

**Disclaimer:**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.