Assistant Director of Campus Ministry SY 2016-’17

Saint Peter’s Prep invites applications for a full-time Assistant Director of Campus Ministry. The Assistant Director of Campus Ministry is responsible for the Christian Service program at Saint Peter’s Preparatory School and works directly with the director of campus ministry to develop and administer the spiritual and justice programs at Prep. The assistant director, along with the director, president, and principal, helps to implement the mission of the school as a Jesuit apostolate. The assistant director is expected to be a pastoral presence for students of all grade levels. The assistant director of campus ministry reports to the director of Campus Ministry.

Saint Peter’s Prep is a school of approximately 950 boys in downtown Jersey City, NJ, with a highly diverse population. In school year 2011-2012, Prep inaugurated a completely renovated science center as part of a multi-year master plan for the campus and has continued major building renovations in each year since. In fall 2016, we will dedicate a new athletic field house adjacent to our practice field.

To submit a resume and cover letter, go to www.spprep.org/employment; scroll down to “Administrative and Staff Positions.” The cover letter should include a short statement of educational philosophy.

Responsibilities:

1. Coordinate Prep’s Christian Service program including:
   a. Oversight of the Freshmen Day of Service program, coordinated by Alumni Service Corps
   b. Sophomore Retreat, including formation of leaders/directors, scheduling, and follow-up reflection
   c. Junior Year Christian Service requirement, including Christian Service classes for sophomores and juniors, tracking of hours, and reflection
   d. Coordinate summer immersion program
   e. Coordinate service and justice initiatives with Pax Christi, Prep’s service and justice club
2. Work with the director of campus ministry and sacristan to coordinate liturgical celebrations, including school and community masses
3. Work with the director to animate the retreat program, including: the Ignite freshman retreat, the sophomore retreat, Kairos, and Emmaus
4. Work with the director to organize and train a team of students and faculty who will be effective leaders for the retreat program and other Campus Ministry initiatives
5. Provide spiritual direction and pastoral resources as a follow-up to the retreat experiences, including facilitation of a CLC program.
6. Work with the director and a team of students and faculty/staff to plan and implement annual Arrupe Week
7. Other duties as assigned by the director