SUMMARY OF JOB DESCRIPTION

Job Number: 2013-0260B

Job Title: Director, ESCAPE Program - Campus Ministry

Department: Campus Ministry

Grade/Level: 09 - - $48,000.00 -- $52,000.00

Date Posted: February 05, 2013

Duties And Responsibilities & Minimum Requirements:
Campus Ministry’s ESCAPE Program provides overnight experiences for all new undergraduate (first year and transfer) students to “escape” the hectic pace that characterizes the first year at a new college. ESCAPE focuses on building community, cultivating reflection, and easing the transition to college life. ESCAPE overnights are rooted in the Jesuit tradition but are designed to serve all students regardless of faith tradition. The ESCAPE program is part of Georgetown’s interfaith Office of Campus Ministry.

ESCAPE Director oversees all aspects (programmatic, student leadership development, administrative, financial) for the ESCAPE program for freshman and transfer students:

- **Leadership Development:** Manages team of professional staff members and approximately 30 ESCAPE student leaders annually, including their selection, training and leadership development - develops relationships and serves as a resource/counselor for each Team Leader, fosters team unity and motivates leaders to achieve goals of the ESCAPE program, coordinates scheduling of team for all retreats and talk preparations, and holds individual and group “talk” meetings to guide each leader through the
process of preparing their talks for ESCAPE.

- **Pastoral Care and Counseling:** Provides pastoral counseling and guidance in a one-on-one setting for ESCAPE team leaders, and freshman and transfer ESCAPE participants as well as to the greater campus community (including the general student population, parents, donors, alumni and staff/faculty of Georgetown) regarding Ignatian/Jesuit spirituality and teachings and Catholic Social teaching, all toward helping students (and others) to achieve greater personal, spiritual and emotional understanding.

- **Administration:** Serves as primary logistical contact for all ESCAPE student participants, as well as with almost all outside vendors for logistical and programmatic needs, including retreat center, promotional products, marketing resources, and overnight supplies. Manages endowed funds, including budgetary requirements and allocation of funds.

- **Programming:** Directs and participates in 12 ESCAPE overnights (six weekends) for approximately 300 students, one ESCAPE Final Team retreat, and an entire weekend of ESCAPE Team Training. Overnight duties include creating a welcoming environment for participants and motivating Team, and serving as primary logistical liaison with the retreat center staff, and being attuned to and meeting the needs of Team Leaders and participants.

**REQUIREMENTS:**

- Bachelor’s degree, preferably in ministry, education or social work (plus for Master’s in same).

- Extensive experience working with young people, students and administrative colleagues in campus, local and international settings

- Experience with group facilitation, crisis management, and team leadership and management.

- Ability to engage in quality one-on-one assistance and student counseling, as well as with diverse groups of people, and to be welcoming and exhibit energy toward goals of the ESCAPE Program.

- Ability to learn and absorb new information quickly and creatively.
- Cultivate a firm understanding of Jesuit/Ignatian Spirituality and a solid ability to articulate and teach these to others.

- Ability to use an effective and collaborative working style within a religiously pluralistic environment.

- Ability to speak persuasively to large groups of people and to articulate goals and logistics of the ESCAPE Program clearly.

- Competency in Microsoft Office (Word, Excel), databases, email, web communications and social media.

- Availability and willingness to work 20% of time at off-site retreat center where walking and lifting are required.

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