Regis Jesuit High School

Service Director

Summary

Title: Service Director
ID: 7102
Department: Faculty
Location: Girls Division

Description

Regis Jesuit High School is seeking a Service Director for the Girls Division beginning the 2016-2017 school year.

This position visions and coordinates the service program in the Girls Division throughout all four years of the high school experience and works closely with the Boys Division Service Director, as well as with the administration of Regis Jesuit. This is a .8 position and may be combined with a .2 teaching position.

Essential Job Functions (Responsibilities)

- Visioning the potentials for the service program at Regis Jesuit and seeks input from others regarding the possibilities.
- Creating service opportunities for students in all four years
- Planning and communicating with service sites and arranging sites for all students
- Coordinating adult supervision for all junior/senior service sites and sophomore service days, as well as other volunteer opportunities.
- Working closely with the Boys Division Service Director so that student expectations are the same in each Division.
- Working with the Pastoral Department, Counseling Department and Administration to designate time for service meetings and work
- Working with the Pastoral Director to create a commissioning service for junior/senior students before they begin their service work
- Monitoring service hours of all students
- Overseeing the planning and organizing of service immersion trips nationally and abroad
- Coordinating the Capstone Program in the Girls Division
- Member of Directors Group that meets with the principal on a regular basis and also organizes, plans and implements advisement program
- Member of the Day for Others planning committee.
- Other assignments as assigned by the principals.

Requirements (Education, Experience, Required/Preferred Skills)

- Commitment to the principles of Jesuit education as set forth in the Regis Jesuit Mission Statement and the “Profile of the Jesuit High School Graduate at Graduation”
• Capable of working collaboratively
• Great organizational skills
• Ability to communicate clearly with students, parents and administration
• Willingness to be an important part of developing a vision for Regis Jesuit