



## **NARDIN ACADEMY POSITION DESCRIPTION**

Job Title: Campus Minister  
FLSA Status: Exempt  
Position Status: Full Time  
Reports to: Principal  
Supervision: None  
Date: January 31, 2019

### **Summary Description**

Nardin Academy asks all in our community to “Inspire hearts and minds to do amazing things for the world through **faith, character, academic excellence, and service.**” Our faculty and staff are dedicated to this mission and are committed to the study of pedagogy, motivated to work collaboratively, and committed to a self-reflective practice and professional development. The campus minister is self-motivated, self-directed, and able to manage time effectively while fulfilling curricular expectations. To plan, organize and implement an appropriate instructional program in a secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

### **Knowledge, Skills and Abilities**

- Able to establish and maintain cooperative and effective working relationships with others
- Able to communicate effectively orally and in writing
- Deep knowledge of and a passion for sharing the Catholic faith and Catholic social teachings;
- Demonstrate strong content knowledge as well as the ability to employ various instructional practices
- Plan for the developmental needs of the student on an individual and group level in the areas of academic, emotional and social growth

- Execute curriculum in an appropriate manner
- Support the mission and goals of Nardin Academy
- Demonstrate a working knowledge of Google Suite, Learning Management System (LMS), PowerSchool
- Perform all other related work delegated or required to accomplish the objectives of the total academy program

### **Duties and Responsibilities**

- Overtly supports and acts in accordance with the Academy's mission
- Lead the high school community in prayer and spiritual formation by planning Eucharistic liturgies and retreat experiences.
- Provide spiritual companionship for students, faculty, staff
- Collaborate with mental health counselor and guidance counselors to address student needs (individual and collective)
- Coordinate "Embrace the World" service program
- Coordinate, plan, oversee, lead service trips with the Sr. Vice President of Academics
- Facilitate community donations, collections
- Represent high school in mission-related board work
- Possibly teach a religious studies course
- Complies with the policies and procedures as articulated by the school's Faculty Handbook and academy's Employee Manual
- Other duties as determined by leadership

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Qualifications**

Qualifications include:

- A practicing Catholic who supports the mission of a Independent Catholic High School
- Experience working with high school-aged young women
- Ability to collaborate and communicate well
- A valid New York State driver's license is required that satisfies both Academy and insurance company underwriting rules and regulations for driving a motor vehicle

Preferred Qualification:

- Bachelor's degree required. Master's degree in Theology, Divinity, or related field preferred

- A minimum of two years' experience in Campus Ministry or related work with young adults required
- Catholic Campus Ministry Association certification or willingness to pursue certification

### **Working Conditions**

The work environment is a standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### **Hours**

July- August

Flexible summer schedule

Sept – June

Monday- Friday: 7:00 am-3:30 pm

### **EEO**

Nardin Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, disability, sex, age, veteran status, marital status, sexual orientation, domestic violence victim status, genetic predisposition, or any other status protected by law. In addition to federal law requirements, Nardin Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and

conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To apply, please submit the following materials as a PDF to [careers@nardin.org](mailto:careers@nardin.org) .

Please include:

- Cover letter expressing your interest and qualifications
- Current resume with appropriate dates
- Minimum of 3 references with names, current addresses, telephone numbers and email addresses