



---

## MARQUETTE UNIVERSITY HIGH SCHOOL

**Job Title:** *Service Coordinator, Campus Ministry*

**Job Start Date:** *Aug 5, 2024*

**Application Closing Date:**

**FLSA Status:** Part-Time, 10 months

### **POSITION SUMMARY:**

To coordinate the school's student community service program and provide services to support the ministry team in the mission of caring for the whole student, deepening students' awareness of their own dignity and that of others, through the fostering of a caring and compassionate environment and implementation of a comprehensive school ministry program. The Service Coordinator of the Campus Ministry Department reports directly to the Director of Campus Ministry.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Daily/Weekly Responsibilities:**

- Receiving and greeting guests, providing assistance and direction to and communicating effectively with students, parents, faculty and staff, and those seeking information regarding services offered by Campus Ministry.
- Serving on a team and supporting the needs of the Campus Ministry Department.

**Programming and Event Coordination**— implementing programs and assisting with events sponsored by the Campus Ministry Department through:

- Coordinating Sophomore and Junior Community Service Program by serving as liaison to our Community Partners, setting up and promoting volunteer opportunities for students at a variety of service sites, tracking student participation in service and addressing issues with service sites and students.
- Identifying volunteer service opportunities and associated requirements in collaboration with Campus Ministry staff. Developing and managing descriptions for all volunteer opportunities.
- Maintaining accurate information within the volunteer management system on a daily basis to ensure accuracy in serving opportunities for students.
- Preparing Service Program materials (e.g. manuals) and orienting students to programs at the beginning of the school year.
- Promoting service through MobileServe app, weekly student bulletin, and morning announcements.
- Managing and coordinating volunteer group requests, scheduling and communicating all necessary information with group liaison when needed.
- Helping prepare materials for Retreat Programs (manuals, supplies) and school liturgies.
- Assisting the Campus Ministry team with events, including but not limited to Open House, Special Masses, prayer services.

**Other:**

- Serving as the MobileServe specialist for the Campus Ministry Department, including but not limited to mining data, running reports, and uploading information onto the site.
- Purchasing materials for events, ordering department office supplies, preparing invoices and processing reimbursements for department members.
- Attending staff meetings and other meetings deemed necessary.
- Capable of regularly lifting and maneuvering up to 30 lbs with ease and maintaining physical agility for tasks requiring active movement and stamina.
- Fulfilling other duties as assigned by the Director of Campus Ministry.

**Technical Skills:**

- Experience with Google products preferred (Google Drive, Google Forms, etc.).
- Ability to operate standard office equipment (printer, copier, poster maker).
- Ability to learn and use student data management systems

**QUALIFICATIONS:**

- Solid educational background including an undergraduate degree.
- Experience in volunteer coordination and stewardship.
- Strong relationship builder with experience engaging community partners.
- Comfortable teaching others and giving guidance.
- Must be an efficient and effective communicator.
- Excellent and persuasive public speaking skills.
- Strong organizational skills; detail-oriented.
- Ability to make decisions and manage projects.
- Ability to work independently with little supervision.
- Practicing Catholic in good standing with the Church.

**SUPERVISION RECEIVED:**

This position is supervised by the Director of Campus Ministry.

**TERMS OF EMPLOYMENT:**

This is a 10-month position. This position may require evening and/or weekend work to accommodate deadlines and meeting schedules. It involves the use of computers and office equipment.

**WORKING ENVIRONMENT:**

Position requires frequent contact and communication with others, walking, driving, bending and lifting, as well as the use of computers and various monitors.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

**HOW TO APPLY:**

If interested, please email your cover letter and resume to the Human Resources Manager, at [jobs@muhs.edu](mailto:jobs@muhs.edu).