



Associate Director of Campus Ministry

POSITION TITLE:	Associate Director of Campus Ministry - Retreat Coordinator
SUPERVISED BY:	Director of Campus Ministry, Asst. Principal for Student Life
FLSA STATUS:	Exempt, Full-Time
EFFECTIVE DATE:	August 1, 2025
COMPENSATION:	\$70,000 - \$110,000

Mission Statement:

Inspired by the Daughters of Charity and the De La Salle Christian Brothers, in partnership with families, Sacred Heart Cathedral Preparatory's mission is to provide the finest education in an inclusive Catholic community of faith. We prepare our students to be service-oriented leaders with a commitment to living the Gospel.

Sacred Heart Cathedral Preparatory (SHC) is a Lasallian Vincentian Catholic, co-educational college preparatory secondary school located in the heart of San Francisco, California. We provide academically rigorous, vibrant learning grounded in social justice and student-centered pedagogy. Our community is committed to cultivating each student's unique abilities and passions, and to facilitating opportunities for students to discern and realize their individual intellectual, artistic, athletic, social, and spiritual potential. SHC is a San Francisco Archdiocesan High School that is cosponsored by the De La Salle Christian Brothers of the District of San Francisco and the Daughters of Charity of St. Vincent de Paul of the Province of the West.

As an inclusive Catholic community of faith, we respect and support our students, faculty, and staff and their sense of belonging in an increasingly diverse world. At SHC, such respect is grounded by our mission and carried out through our Lasallian Vincentian Catholic educational traditions. In these efforts, we prepare our students as future leaders to model our credo, "Enter to Learn, Leave to Serve."

Position Summary

The Associate Director of Campus Ministry - Retreat Coordinator, under the direction of the Director of Campus Ministry and the Assistant Principal for Student Life, designs, prepares, coordinates, facilitates, oversees, and evaluates retreat opportunities for the school community that support both individual and community spiritual growth and exploration of Christian living. The Retreat Coordinator, in collaboration with the Campus Ministry Team, plans and facilitates



various opportunities to develop, support and nurture the faith lives of the SHC community and animate the mission of the school, the charisms of its founders, and the mission of the Catholic church.

Essential Duties Roles and Responsibilities:

Mission:

- Model for students and the entire school community the characteristics of a Lasallian Vincentian educator;
- Support and advance SHC's mission, philosophy and [Integral Student Outcomes](#);
- Invests in the mission of SHC and the charisms of the Daughters of Charity and De La Salle Christian Brothers through active Catholic mission formation.

Retreats

- Actively develops and implements a comprehensive retreat program over all four years, culminating in a Kairos retreat for seniors, that animate the school's mission and that fosters the Lasallian Vincentian Catholic mission in the life of the students.
- Recruits students, faculty, and staff to be part of the leadership of the retreat program and provides training and formation for these individuals to serve well in their roles.
- Collaborates with the Director of Campus Ministry to ensure the success of this program. This responsibility includes attending and participating in the Campus Ministry Student Leadership Retreat/Workshop.
- In collaboration with the Director of Campus Ministry and Campus Ministry Team, helps plan and support the faculty/staff retreats and service opportunities.
- Collaborates with other Campus Ministry Team members and SHC staff to provide support for retreats including: ordering supplies, arranging transportation, coordinating meals, and crafting, tracking, and maintaining a budget.

Other

- Works collaboratively with the Campus Ministry Director and team to design and implement
 - a comprehensive service-learning program within the curriculum,
 - liturgies that celebrate the life of the community,
 - service learning immersion programs, charitable drives, week-long celebrations (e.g. Founders Week),



- o prayer throughout the life of the school community, including resources and training for faculty to lead prayer in the classrooms, and
- o adult faith formation opportunities for faculty, staff, and parents.
- o the religious and liturgical environment throughout campus, especially marking the liturgical seasons in a public facing manner (main office, attendance offices, front entrances, etc.).
- Attends all Campus Ministry Team meetings.
- Participates in opportunities for professional development.
- Attends programs of the Office of Young Lasallians for the District of San Francisco-New Orleans.
- Be an active, visible presence in the community to establish positive relationships that inspire others to engage in the faith life of the community.

Required Qualifications

- A practicing Roman Catholic who will embrace, embody, and promote the Lasallian Vincentian Catholic mission of SHC.
- Experience working with high school students.
- Experience with facilitating retreats.
- Undergraduate or graduate degree in theology.
- Ability to work collaboratively and independently to facilitate faith formation for students and adults.

Desired Qualifications

- Experience in a Catholic high school setting.
- Experience as a campus minister and/or a theology or religious studies teacher.
- Administrative and managerial experience.
- Experience overseeing a student retreat program, including Kairos.

The statements herein describe the general nature and level of work being performed by employees assigned to this position and should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned.

Certifications and/or Licensure

None



Education and/or Experience:

Bachelor's Degree, Master's Degree preferred

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft software applications, Google Suite; databases (such as a learning management system) and internet usage.

Physical Demands:

The physical demands described here represent those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to handle or feel as well as talk and hear. The employee is frequently required to reach with hands and arms. The employee is required to stand and walk. The employee may lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

SHC is an equal opportunity employer:

The Sacred Heart Cathedral will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a background investigation. SHC will consider for employment qualified applicants with criminal histories.