



# Florida Christian School

## Job Description

Title: Director of Spiritual Life and Student Activities	
Reports To: Dr. Jason Harrison	Title: Head of School
Pay Scale \$55,000-\$65,000 based upon experience.	
Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor	Employment Type: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

### **Job Summary:**

The Director of Spiritual Life and Student Activities will lead and supervise all student activities and provide planning and oversight for retreats, chapel, and clubs. The Director will also look to develop new opportunities to enhance the worship, discipleship, personal development, and spiritual lives of our students.

### **Summary of essential job functions:**

- Make personal connections and relationships with all FCS students, staff, and alumni.
- Serve as the primary coordinator for all aspects of spiritual formation for the campus community including chapel, discipleship, prayer, retreats, class trips, summer camp, and service opportunities.
- Oversee the FCS chapel program, to include coordination of chapel calendar, contacting and selecting speakers, overseeing worship, creating alternative chapel offerings, and communicating programs to our FCS family.
- Responsible for the ongoing development, management, assessment and expansion of programs and services that promote spiritual formation of the student body, staff, and faculty members.
- Work collaboratively with the Bible Department Chair.
- Provide pastoral counseling to students, speak quarterly in chapel, and help maintain the spiritual pulse of the campus.
- Coordinate and organize all after-school K-12 activities that are not athletic or creative arts events, aftercare related, or academic field trips.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.

- Oversee all clubs for logistical support.
- Coordinate and lead “Spiritual Emphasis Week” once a semester.
- Develop and maintain monthly departmental reports for student activities participation.
- Develop, prepare, and manage the department budget.
- Oversee and coordinate FCS Summer Camp.
- Have availability on evenings and weekends, as needed.
- Other duties as assigned.

**Minimum requirements:**

- Bachelor’s degree in related field required, Masters preferred.
- Ability to speak in a professional manner to individuals and target audiences.
- Ability to speak effectively before groups of people.
- Strong organizational skills required.
- Proactive and joyful.
- Possess a strong desire to work with students.
- Open to new ideas, yet spiritually rooted in God’s Word.
- Ability to meet deadlines and work under stress.

**Physical Abilities required:**

- Must be able to climb steps, lift files, and boxes weighing up to 25 pounds.

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