



## Join our JP II Cardinal Family *Part-Time Service Coordinator*

John Paul II High School (JP II), an increasingly multicultural, next-generation Catholic college preparatory high school, is serving families in the greater Collin County area. As we look forward to the upcoming school year, we need a new Part-Time Service Coordinator to join our family to support us in our commitment to form inclusive, effective, and ethical servant leaders. We focus on a formative approach to education, which honors the whole person spiritually, emotionally, academically, and physically. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

**Posting Date:** April 10, 2024

**Posting Close Date:** Until Filled

**Position Start Date:** August 1, 2024

**Location:** Plano, Texas

### General Summary of the Position

The Service Coordinator is responsible for the school's community service program and for establishing strategies for positive student outcomes. They must be able to account for all student service hours, keep track of what each student completes, build relationships with organizations in the DFW area where JP II students can serve, and encourage students, faculty, and staff to integrate service into all aspects of their JP II experience.

### Essential Duties and Responsibilities of the Position

- Coordinate, develop, implement, and evaluate service programs for the school.
- Seek to promote volunteerism and civic responsibility among students.
- Spends sufficient time with students to develop rapport.
- Develop Christian leaders whose dedication to service and community reaches beyond JP IIHS.
- Collaborate with athletic teams, fine arts programs and student clubs and organizations to plan and execute meaningful service opportunities.
- Perform a variety of office related functions including, but not limited to, responding to student and parent inquiries, and maintaining routine records and reports as required.
- Becomes acquainted with and follows office procedures of the school.
- Responsible for assisting with the preparation of the budget of the Campus Ministry department.

## Position Requirements

### Knowledge, Skills and Abilities:

- Has communication and collaboration skills appropriate to build relationships with students, parents, youth ministers and local service organizations.
- Has appropriate technology skills.
- Has exemplary organizational skills.
- Has ability to maintain confidentiality of communications regarding any and all school business.
- Ability to multitask.

### Education and Experience:

- Bachelor's degree preferred.
- Community service experience preferred.

### Physical Requirements Specific to the Job:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

## Special Requirements

### The Service Coordinator is a mission-driven follower of Jesus Christ:

- Demonstrates knowledge of Jesus and his teachings.
- Serves as a moral leader by acting in the best interests of the school and the students, and maintains congruence between the school's mission and vision and the philosophy of Catholic education with all extracurricular and cocurricular activities.

*We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications.*

*Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.*

**Letter of interest, current resume, including significant accomplishments, and non-original copies of transcripts to:**

Mr. Mark Crawford  
Director of Human Resources  
[markcrawford@johnpaulihs.org](mailto:markcrawford@johnpaulihs.org)

**Salary:** Commensurate with experience and competitive with local schools. Benefit package included.