

Spiritual Care in Secondary Schools (SCSS)

Coordinator Position Description

The Ottawa Carleton District School Board (OCDSB), Spiritual Care in the Secondary Schools Committee, is seeking a ***Spiritual Care Coordinator*** to coordinate the Spiritual Care in the Secondary Schools program. This program provides spiritual care to students and staff during school hours. This position reports to the Spiritual Care in the Secondary Schools Committee and works with Spiritual Care in Secondary Schools (SCSS) Volunteers, as well as School Staff and the Administrators within OCDSB Secondary Schools.

This position is a part-time contract (September to June) of 22 hours per month and remuneration is \$25/hr.

The Spiritual Care Coordinator will be responsible for work carried out, including, but not limited to:

- Assess how the SCSS Program is benefitting the lives of students and staff within secondary schools by collecting biannual (narrative) reports from SCSS Volunteers about their progress and experiences within schools
- Facilitating SCSS Volunteers for development and delivery of program for Students, School Staff and Parents by liaising with School Principals, Guidance Counsellors and addressing questions or concerns raised when necessary
- Organize training and provide ongoing support for SCSS Volunteers through regular checks in (*by phone/email*).
- Recruit and arrange for online interviews of potential SCSS Volunteers when necessary
- Liaise with the Ottawa Network For Education (ONFE) about new SCSS Volunteer background checks and ensure current SCSS Volunteers Vulnerable Sector checks and training is recorded and up to date.
- Lead the SCSS Volunteer recruitment and selection, arrange training and provide supervision of SCSS Volunteer team within the OCDSB
- Arrange in consultation with the SCSS Committee continuing education workshops for SCSS Volunteers (once or twice per year)
- Liaise with multi faith groups to develop relationships and build partnership opportunities for the SCSS program. (promotion, education, connection)
- Liaise with school administration, guidance counsellors, teachers and support staff to develop relationships and partnership for the SCSS program (promotion, education, connection)
- Develop a resource network to advocate for the program with the above-mentioned partners in Ottawa and within Ontario
- Attend and take minutes of SCSS Committee Meetings
- Be the point of contact of the SCSS Committee with the OCDSB for all communications
- Maintain confidentiality and archives of SCSS files pertaining to the SCSS Volunteers (past and present), Multi Faith Partners and OCDSB contacts.

KEY COMPETENCIES, KNOWLEDGE & SKILLS

- Understanding of the Mission, Vision, Values and strategic directions of Spiritual Care in Secondary Schools and the OCDSB.
- Demonstrated ability to develop respectful relationships with stakeholders and volunteers.
- Proficient in effective respectful communication with others (verbal and non-verbal, written, visual).
- Proven commitment to continuing education and learning.
- Established ability to work effectively on your own and in collaboration.
- Commitment to a spiritual life.

**Find more information about Spiritual Care in Secondary Schools
on our Website**

<https://spiritualcareinsecondaryschools.ca>

Please send a resume and cover letter to

spiritual.care@ocdsb.ca

by April 30, 2025

Candidates will be contacted through email for interviews