



Center for
FaithJustice

Faith without worX is dead • James 2:26

Summer Service Program Facilitator Weekly Contract Position

Thank you for your interest in being a program facilitator on one or more WorX programs with the [Center for FaithJustice](#) (CFJ). We cannot offer the volume and quality of our experiences each summer without the help of dedicated individuals like yourself. This packet is designed to provide you with an overview of CFJ, our signature [WorX programs](#), and the roles/responsibilities of our staffing structure.

The mission of the Center for FaithJustice is to inspire the next generation of leaders by creating programs to serve those in need and educate for justice in the Catholic tradition. Named for the biblical passage that inspired them, "Faith without works is dead" (James 2:26), our signature WorX programs unfold through week-long mission retreats incorporating equal parts direct service to those in need and intensive reflection on Catholic Social Teaching.

The three signature programs are [ServiceworX](#), [JusticeworX](#), and [LeaderworX](#), targeted at middle, high school, and college students respectively.

While our programs are inspired by the principles of Christian faith and Catholic Social Teaching, we encourage and welcome staff and participants of all faiths to participate in our programs.

Note: All summer staff must become VIRTUS (Protecting God's Children) certified as well as pass a background check. We will provide you with more information once we begin the training process!

If you have any questions or need more information, please contact Linh Nguyen (lnguyen@faithjustice.org).

If after reviewing this packet you are interested in being considered for the program facilitator position for one or more weeks of the summer, please send an email to Linh Nguyen with your resume. You will be contacted within a week regarding the next steps for your job application.

CFJ's summer WorX Programs are hosted over the following weeks:

- June 19 - 24
- June 26 - July 1
- July 10 - 15
- July 17 - 22
- July 31 - Aug 5



JusticeworX Overview

What is JusticeworX?

On JusticeworX, high school students spend a week of their summer (Sunday evening - Friday evening) in an overnight setting exploring the Gospel call to build a more just world, participating in dynamic prayer services, building community with fellow participants and volunteering in the community. Students return home prepared and inspired to make service and justice central components of their lives. Each year features new, engaging content, so veterans and newcomers alike will experience a unique and inspiring experience.

What is a typical schedule on JusticeworX?

- 7:30 AM: Wake Up
- 8 - 9 AM: Morning Prayer and Breakfast
- 9 AM - 3 PM: Serve in the community (Eat lunch at service sites)
- 3:30 PM: Community and Shower Time
- 5:30PM: Dinner
- 7 - 9 PM: Evening Activities and Programming & Prayer
- 9:30 - 10:30 PM: Free Time / Community Games
- 11 PM: Lights Out

Where does JusticeworX take place?

JusticeworX takes place in 4 different locations: Trenton, NJ; Dunlow and Pipestem, West Virginia; Wall Township, NJ (Jersey Shore); and Philadelphia, PA. We work with a variety of host sites including old convents turned into retreat centers, community centers, and camp sites within the communities where we are serving.

What dates are JusticeworX offered?

JusticeworX is offered various weeks and programs throughout the summer. Our program starts on a Sunday night and lasts until Friday early evening with a closing prayer. This year, JusticeworX programs will be hosted during the following weeks:

- June 19 - 24
- June 26 - July 1
- July 10 - 15
- July 17 - 22



JusticeworX Staffing Roles: Contract Program Facilitator

Position: JusticeworX Program Facilitator

Reports to: JusticeworX Team Leader

Qualifications of an Ideal Candidate:

- Personnel
 - At least 19 years of age or has completed one year of college
 - Functions well on a team and is self-motivated
 - Is passionate about and committed to the values of the Christian faith, service and social justice
 - Can effectively work with and engage middle/high school students
- Education and Experiences
 - Completed at least some of college (or has significant and relevant experiences: i.e. ministerial, working with youth, etc.)
 - Been involved in various types of service experiences
 - Has held leadership positions that involved facilitating youth and/or young adults
 - Has leadership experience in a Catholic/Christian atmosphere
 - Has lead groups; understands group dynamics and can effectively lead peers

Responsibilities:

- General: Effectively accompany program participants on a week of JusticeworX programming
 - Virtually meet with CFJ Staff prior to program for training and to go over necessary programmatic pieces
 - Demonstrate a thorough understanding of the daily structures and themes for the JusticeworX programs.
 - Effectively manage a small group of student participants while at service sites in the community and during afternoon and evening programming
 - Stay engaged and attentive to student participants throughout long days and fully participate in all aspects of JusticeworX
 - (If eligible) you may be asked to help transport participants to and from host site and service site destinations via rental vans
- As a leader of JusticeworX program participants, you will:
 - Interact with other staff members and participants in a manner that is friendly, respectful and always in line with VIRTUS and CFJ regulations.
 - Be present. Show sincerity and enthusiasm - participants should know you're excited to be there!
 - Attempt to have a quality interaction with every participant each week. Do not interact with the same group of participants every day. Make time for participants during meals, breaks, community time.
 - Never leave participants alone. At service sites where groups are split up into different areas, know where each participant is and check in on them periodically. Participants also must be supervised during breaks and community time at the host site.
 - Discipline with dignity and respect. Never scream at, insult, curse or touch a misbehaving participant
 - Be prepared to help facilitate a small portion of the program content with the assistance of your Team Leader. The Team Leader will be responsible for moving the program along and executing larger programmatic pieces but will occasionally need an extra set of hands.
 - Facilitate small group discussions (with up to 6 students) to help unpack service experiences from the day and to connect back to topics of faith and social justice
 - Participate in nightly staff meetings led by the Team Leader of the week.

Compensation:

- JusticeworX Program Facilitators will be compensated \$550 (before tax) for each week they serve.
- While on overnight programs, program facilitators receive food and housing at the program host site.

Note: This is a week-by-week contract position. Individuals may commit to as many weeks as they are available and according to the staffing needs of the organization.



ServiceworX Overview

What is ServiceworX?

On ServiceworX middle school students explore service and social justice through the lens of the Catholic faith. Skilled staff facilitate engaging prayer services, lively discussions, and dynamic community service experiences. We design and run the week-long, daytime program at the participating host parish or school, with outreach to local social service agencies and non-profit organizations. A fun-filled way to help young people learn the meaning of faith and service.

What is a typical schedule on ServiceworX?

- 8:30 AM: Students arrive
- 8:45 AM: Morning prayer
- 9AM- 12PM: Serve in the community
- 12:30 - 1:30 PM: Lunch & Community time
- 1:30 - 2:45 PM: Afternoon reflection/activities
- 2:45 PM: Closing prayer
- 3 PM: Pick Up
- 3 - 3:30: Staff Meeting and Clean-Up

Where does ServiceworX take place?

ServiceworX takes place at a variety of parishes and schools in the New Jersey and Pennsylvania area. All are about a 45-60 minute radius from our office in Lawrenceville, NJ.

What dates is ServiceworX offered?

ServiceworX is offered various weeks and dates throughout the summer. The program begins on Sunday with about 3 hours of programming and ends Friday afternoon. This year, ServiceworX programs will be hosted during the following weeks:

- June 26 - July 1
- July 10 - 15
- July 17 - 22
- July 31 - Aug 5



ServiceworX Staffing Roles: Contract Program Facilitator

Position: ServiceworX Program Facilitator

Reports to: ServiceworX Team Leader

Qualifications of an Ideal Candidate:

- Personnel
 - At least 19 years of age or had completed one year of college
 - Functions well on a team and is self-motivated
 - Is passionate about and committed to the values of the Christian faith, service and social justice
 - Can effectively work with and engage middle/high school students
- Education and Experiences
 - Completed at least some of college (or has significant and relevant experiences: i.e. ministerial, working with youth, etc.)
 - Been involved in various types of service experiences
 - Has held leadership positions that involved facilitating youth and/or young adults
 - Has leadership experience in a Catholic/Christian atmosphere
 - Has lead groups; understands group dynamics and can effectively lead peers

Responsibilities:

- General: Effectively accompany program participants on a week of ServiceworX programming
 - Virtually meet with CFJ Staff prior to program for training and to go over necessary programmatic pieces
 - Demonstrate a thorough understanding of the daily structures and themes for the JusticeworX programs.
 - Effectively manage a small group of student participants while at service sites in the community and during afternoon and evening programming
 - Stay engaged and attentive to student participants throughout long days and fully participate in all aspects of JusticeworX
 - (If eligible) you may be asked to help transport participants to and from host site and service site destinations via rental vans
- As a leader of ServiceworX program participants, you will:
 - Interact with other staff members and participants in a manner that is friendly, respectful and always in line with VIRTUS and CFJ regulations.
 - Be present. Show sincerity and enthusiasm - participants should know you're excited to be there!
 - Attempt to have a quality interaction with every participant each week. Do not interact with the same group of participants every day. Make time for participants during meals, breaks, community time.
 - Never leave participants alone. At service sites where groups are split up into different areas, know where each participant is and check in on them periodically. Participants also must be supervised during breaks and community time at the host site.
 - Discipline with dignity and respect. Never scream at, insult, curse or touch a misbehaving participant
 - Be prepared to help facilitate a small portion of the program content with the assistance of your Team Leader. The Team Leader will be responsible for moving the program along and executing larger programmatic pieces but will occasionally need an extra set of hands.
 - Facilitate small group discussions (with up to 6 students) to help unpack service experiences from the day and to connect back to topics of faith and social justice
 - Participate in end of day meetings led by the Team Leader of the week.

Compensation:

- ServiceworX Senior Program Facilitator will be compensated \$300 (before tax) for the week that they serve.
- Since this is not an overnight program, meals and housing will not be provided. However, if you are coming from out of state to staff a week of ServiceworX, lodging will be provided at CFJ's retreat house. This will need to be arranged with Linh Nguyen prior to the signing of the contract.

Note: This is a week-by-week contract position. Individuals may commit to as many weeks as they are available and according to the staffing needs of the organization.