



College Life Program Director Job Description

Valley Church was planted in Allendale, MI back in 2010 and exists to help others live for God, for People, for a Change. This happens through worship (for God), through discipleship (for People), and through missions (for a Change).

Purpose: The purpose of the College Life Program Director is to create, implement, grow, and oversee the programs and activities of the College Life Ministry (college students and college-aged adults). This position works in conjunction with the Associate Pastor of Discipleship, who coordinates and implements the College Life Go Groups. This is a 12 hr/week position and starts on July 1, 2019.

Essential Duties:

- Events and Planning
 - Spring Break Mission Trip
 - May or may not attend, but will equip student leaders to
 - Finding location, team leaders (2-3 if Director not on trip)
 - Recruiting students
 - Fundraising Events
 - Weekly/Bi-Weekly/Monthly Connectional Events
 - Fourth Sunday meal coordination
 - Outreach events such as Campus Life Night
- Connecting with students and assimilation as needed
- Attend monthly Staff Meetings
- Attend quarterly Lead Team Meetings
- Coordinate with pastors and other College Life leaders
- Maintain a presence on Sunday mornings
- Welcoming and assimilating in new students to Valley Church and College Life throughout the year
- Include and build up the inclusion of College Students in volunteer roles on Sunday mornings and throughout the year
- Create and maintain College Life Budget
- Maintain a presence with students and volunteers in a spiritual and leadership capacity

Minimum Requirements:

- Reliable transportation

- Basic computer and social media skills
- Graphic design skills are a plus
- High School Diploma; School work in related field is preferred

If interested, please send your resume and cover letter to Valley Church at valleyoffice@valleychurchallendale.org before April 20 2019.