

PROVIDENCE CHURCH

Position Title: ProvCollege Director

Reports to: Discipleship Director

Status: PT (25 hours per week), with potential of support raising to attain FT status

Effective Date: July 6th, 2026

Position Summary: Lead, nurture and strengthen ProvCollege Ministry. Provide pastoral care and spiritual leadership for college-aged young adults, while also shepherding volunteer leaders. Oversee the ongoing growth and success of ProvCollege Life Groups on a large scale and by leading one personally. Recruit and oversee adult and student leadership teams. Facilitate and continue to develop monthly Family Dinners. Initiate communications and opportunities to help college-aged young adults meaningfully connect, serve, and grow in discipleship at Providence. Pursue opportunities to engage West Chester University students on-campus.

This position has the flexibility to be part time at 25 hours per week, or full time *with a percentage of the salary support raised*. Conversations throughout the interview process will help to solidify whether this role will end up being part time or full time under the aforementioned condition.

Position Responsibilities:

- Solidify and pursue the mission and vision of ProvCollege Ministry.
- Lead the ProvCollege Life Groups at Providence.
 - Proactively invite prospective college-aged adults at Providence to join ProvCollege Life Groups.
 - Prayerfully and strategically coordinate placement of students in Life Groups and keep track of new student interest.
 - Oversee the big-picture logistics ProvCollege Life Groups (i.e. spreading out meeting times over the course of a week, etc.)
 - Personally lead a ProvCollege Life Group.
 - Recruit, interview, train and lead volunteer leaders.
 - Facilitate individual Life Groups in going on their own overnight retreat together.
- Oversee and facilitate monthly Family Dinners.
 - Teach Biblical truth consistently and plan the teaching schedule for other speakers.
 - Regularly facilitate spiritual practices together as a group, debriefing afterwards (i.e. Lectio Divina, Breath Prayer, Examen, Confession, etc.)
 - Recruit, interview, train and lead Family Dinner volunteer leaders.
 - Attend monthly Family Dinners and offer a pastoral presence to attendees.
 - Lead the Family Dinner and Student Leadership teams in proactively welcoming and pursuing newcomers.
 - Serve as the main communication channel with Family Dinner hosts.

- Proactively invite and schedule hosts in advance for upcoming Family Dinners.
- Implement initiatives to connect relationally with hosts and appreciate them.
- Lead the Adult and Student Leadership Teams.
 - Regularly check in with ProvCollege Life Group leaders to offer support and keep a pulse on each group's welfare.
 - Develop or utilize existing leadership training content to equip each unique team (Life Group Leaders, Family Dinner Leaders, and Student Leaders).
 - Plan and run occasional all-leader meetings (3-4 per year) for mutual edification, encouragement, and collaboration.
 - Plan and run monthly meetings with the Family Dinner and Student Leadership Teams.
 - Invest spiritually in the Student Leadership Team and provide opportunities to strengthen leadership skills.
 - Plan and execute additional ProvCollege events, delegating and collaborating with leadership teams.
- Implement initiatives to intentionally connect college-aged adults to the larger church body.
 - Proactively connect with college-aged adults on Sunday mornings and facilitate introductions with other Prov members.
 - Regularly utilize communication platforms at Providence in order to promote and increase awareness of ProvCollege opportunities.
 - Provide communication to assist college students in engaging first steps (Newcomer Lunch, Discover Prov, EHS/EHR).
 - Invite and recommend opportunities for college-aged adults to serve at Providence using their gifts.
 - Promote opportunities at Providence unique to this demographic, such as internships, the EHL cohort, and other leadership initiatives.
 - Promote, invite, and participate in mission trip opportunities at Providence Church.
- Develop vision for ProvCollege engagement on WCU campus.
 - Innovate and promote opportunities for Providence Church to minister on-campus (i.e. organize prayer walks).
 - Personally spend time meeting with students on-campus.
 - Cultivate our relationship with both CRU and Young Life College.
- Plan and maintain the ProvCollege Ministry Budget.
- Manage the Provcollegewc Instagram account.

Essential Skills and Experience:

- High school diploma required. Bachelor's degree in Bible or related field preferred
- A clear testimony and ongoing spiritual growth and full agreement with Providence's Family Covenant
- Possesses training, experience, and giftedness in teaching Scripture
- Ability to lead large group gatherings
- Experience leading in a relational ministry setting (i.e. focus on discipleship)
- Strong leadership skills with the ability to inspire and motivate a team, foster collaboration, and achieve common goals
- Comfortable with inviting new Providence members to participate in the ministry

- Proactive and organized communicator
- Collaborative team player who is comfortable generating ideas, offering feedback and strategically assessing goals and outcomes
- Detail-oriented with strong project management skills, organized, and able to prioritize tasks
- Familiarity with GenZ characteristics, trends, and needs
- Proficiency in using social media preferred

Desirable Gifts, Qualities, Skills

Spiritual Gifts: Shepherding/Pastoral Heart, Leadership

Qualities: Relational, Creative, Collaborative, Teachable, Flexible

Skills: Strong interpersonal skills, Team building, Event Planning, Self-motivated worker

Passion for college-aged adults to mature in their faith and develop an intimate relationship with Jesus.

Passion for connecting and integrating college-aged adults into the local church.

Passion for the thousands of students at WCU who do not yet know Jesus.