

## **Job Description: Wesley at ECU Director (part time)**

The person in this position will take care to maintain their own plan of spiritual and professional growth, with support from the board of The Wesley at ECU.

The person in this position is expected to work an average of 25 hours per week.

The Director of The Wesley at ECU will:

- Care for students
  - Provide spiritual care, support, and counseling, as well as advocate for students at ECU.
  - Plan and lead various opportunities for spiritual growth and community building for college students (Bible studies, small groups, worship, retreats, service trips, events, etc.).
  - Plan and lead regular recruitment events to help navigate new students into the ministry (tabling, social media, website, etc.).
  - Work to incorporate students into leadership roles within the ministry. The campus minister serves as supervisor for any paid interns/staff within the ministry.
- Work with the Wesley Board
  - Attend meetings of the Wesley Board and subteams, providing information and reports, participating in discussions, and leading as needed.
- Oversee the following areas, with support from the Wesley Board and ministry assistants:
  - Finances: Oversee campus ministry finances including planning and execution of operating budgets, grants, fundraising, etc.
  - Facilities: With the help of the Wesley Board and ministry assistants, oversee routine cleaning and upkeep of facilities both inside and outside of the building.
  - Communication: Plan and execute campus ministry communications and reports (to students, university, board, and conference).
- Maintain connection with Richmond FUMC (the local UMC, whose pastor sits on the Wesley board)
  - Coordinate volunteers from Richmond FUMC for serving at the Wesley, including serving meals, building maintenance and service projects,
  - Communicate with Richmond FUMC about church events and opportunities, especially those targeting young adults; and about any Wesley events and opportunities available to college students.
- Connect with off-campus support
  - Build relationships with local churches, alumni, and outside entities for the purposes of creating connections and raising support for the ECU Wesley Foundation.
  - Maintain connection with other related Kentucky UMC ministries, including but not limited to other Wesley Foundations and Aldersgate Camp.