

Bella Vita Network
Soul Purpose Campus Director

Job Title: UT Campus Director
Classification: Part Time (15 hours a week)

Supervisor: Soul Purpose National Director

General Summary and Objectives

The campus director plans, organizes, and oversees Soul Purpose, our student organization at the University of Toledo. The mission is to teach women their value, worth, and identity in Christ. The campus director role is to mentor student leaders and ensure that all programs are of the highest quality possible and consistent with the mission and vision of Soul Purpose.

UT Campus Director Duties and Responsibilities

1. Spiritual Formation Development
2. Does all work necessary to become a student organization and maintain all paperwork necessary to maintain the organization status.
 - a. Maintain consistent presence during Student Fairs
3. Recruits students from campus and does ongoing leader mentorship and development
 - a. Responsible for recruiting/selection process to obtain number of qualified leaders and campus officers necessary
 - b. Assures that Student Leaders are trained and equipped to lead the organization in a growing relationship with Christ.
 - c. Maintains regular check-ins with the leader team to ensure Leader Requirements are being fulfilled.
4. Develops and conducts leader training that includes: policies, documentation and record-keeping, programs and structure.
5. Works to achieve desired program expectations for spiritual, community, outreach, and internal development on The University of Toledo's campus
6. Resolves conflicts in a Christ-like and respectful manner (with the goal of restoration/reconciliation) with/among client consultants, staff or clients.
 - a. Plans and conducts meetings, and electronic communications appropriate to inform, support and encourage leaders and members

- b. Initiates and implements disciplinary and separation procedures in coordination with the executive director. The purpose of disciplinary procedures is to restore.
7. Works with Soul Purpose National director to develop, implement, evaluate, and update programs. This includes budget development and oversight. Oversees daily operations and ensures quality programs and services for students. Solicits, encourages and utilizes input from other ministry participants (other staff and external organizations), the volunteer advocates and clients for the purpose of identifying needs and resources and changing programs/services to best meet needs on campus.
8. Seeks to increase awareness and increased cooperation between The University of Toledo and Bella Vita Network.
10. Performs special projects or tasks as assigned by supervisor.
11. Supervision/Direction
 - a. Receives periodic supervision in the form of general parameters and a periodic review of progress. Makes non-routine decisions involving the analysis of situations based on parameters established and past related experience. Plans and organizes work to meet deadlines.

Qualifications

1. Equivalent job related experience. At least two years' experience in church or Christian ministry.
3. Excellent oral and good written communication skills. Will be the main spokesperson and promoter of Soul Purpose on campus. Ability to be self-motivated and possess patience and persistence, handle conflict with grace and a positive attitude.
4. Excellent interpersonal skills to train and mentor students.
5. Ability to plan and coordinate with student leaders to have successful outreach events on campus
6. Self-starter with good judgment and integrity.
7. Willingness and ability to serve clients and other Bella Vita Network constituencies (including other staff, donors, vendors, etc.) in a way that honors Jesus Christ and supports and promotes our life-affirming ministry.
8. Willingness and ability to demonstrate commitment to Bella Vita Network mission, strategic vision and statement of faith in the execution of position responsibilities.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

I have received a copy of this job description. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.

Employee _____ Date _____ (Signature)

Employer _____ Date _____ (Signature)