



GROWLIFE CHURCH

JOB DESCRIPTION

- Full Time
 Part Time
 Stipend

- Exempt
 Non-Exempt

Date Prepared: 4/1/2026
Start: TBD

Employee:
Department: Family Ministries

Job Title: GrowLife Leadership College Director
Direct Report to: Lead Pastor

Department Mission:

- Ensure that GrowLife's Creative Teams are **engaged** in fulfilling the GrowLife vision
- Champion and encourage the spiritual health and integrity of team members in **alignment** with the vision of GrowLife Church.
- **Build** teams and **equip** leaders.

Objective:

Responsible for the oversight and execution of all GrowLife Leadership projects: Organizing, managing and coordinating the work required to complete projects.

Experience and Knowledge Required:

- Leadership Development
- Organizational + Time Management skills
- Project Planning ability
- Creating of Systems and Structures
- Ability to lead and oversee staff + team members
- Coordinating Groups / Events
- Obsessed with excellence in your execution of ministry and services
- Able to quickly adapt to shifting priorities
- Excellent communication skills, both verbal and written, and the capacity for effective teamwork.
- Work collaboratively to create magic with teams, vendors, and leaders.

Personal Attributes:

- Must be a creative problem-solver.
- Willing to jump in and serve as needed.
- Flexible, available and teachable.
- Work ethic to get the job done.

Essential Responsibilities:
GrowLife Leadership College

1. Oversee GLC Staffing personnel
2. Oversee + maintain in good standing the GLC yearly budget
3. Fulfill the vision of the lead pastor in regard to all GrowLife Leadership college standards.
4. Marketing and Recruitment – Promotes local extension site program in collaboration with University admissions and marketing teams. Ensures ongoing compliance with University marketing guidelines and policies. Provides guidance regarding student application processes unique to the site. Creates a marketing plan on the site level to facilitate growth.
5. Training and Communication – Assists with training of and communication with adjunct faculty and students. Ensures timely responses throughout all University processes, including but not limited to, the application, hiring/admission, financial aid, and course assignment/registration processes.
6. Mentoring and Support – Provide support networks for students, including access to mentors for time management, life skills, and academic development. Creates social and spiritual opportunities for students. Provides support for adjunct faculty, including directing instructors to University resources via CEEE.
7. Practicum Program – Ensures the development and maintenance of a practicum program according to SEU standards. Identifies ministry supervisors or mentors who oversee student activities. Trains said individuals. Track students' work and ensure students submit necessary materials to University.
8. Program Oversight – Provides timely responses and initiates input regarding the academic programs, support systems, and other resources for the site. Implements adjunct faculty evaluation and provides opportunity for feedback to advance the program. Ensures the planning and execution of the annual site calendar.
9. Student Development – Creates a robust student experience at the site level. This includes chapels, events, mission trips, and other aspects of student development. The site director serves as the primary pastor of the extension site students.
10. Faculty Recruitment – Identifies potential adjunct faculty candidates for vetting. Initiates review of applicant's documentation and performs preliminary interview. In collaboration with CREE has potential adjunct send their documents to the Center for Regional and Extension Education.

Cross-functional Duties and Responsibilities: Leadership and Ministry Development

- None.

Support of Other Ministries:

- Maintain a service-oriented workflow and expert communication that allows our staff to work alongside students, interns, and parents with excellence and effectiveness.
- Ensure proper planning, communication, and scheduling of all special event needs.

All Staff Events:

- Team Leader Dinners
- Sunday Services
- Weekly "All Staff" Meeting
- Staff Conferences

Success Metrics:

- GrowLife Leadership college sees growth consistent with the overall growth of our church.
- Enrollment increases year over year.
- Retention from semester to semester.
- Projects are completed on-time with excellence.
- Work is completed within the provided budget.
- Self-Leadership to work ON the ministry and not just IN it.
- Quality of work is top-notch and facilitates engagement across SEU, students, staff, and parents.
- Able to maintain an upbeat and positive tone under heavy workload.
- Create collaboratively and maintain good relations with other team members.
- Recruitment of new leaders + serve team members.
- Students are EQUIPPED and DEVELOPED.

Employee's Signature: _____

Date: _____

Direct Report's Signature: _____

Date: _____