**Sports Outreach Coordinator**

**Position Scope:** Part-time; 15 hours per week including evening responsibilities; minimum of 1 night a week within hours

**Position Status:** Non-exempt

**Salary Range:** $17.00 - $18.00 per hour

**Reports to:** Pastor of Sports Outreach

**Department:** Sports Outreach

|  |
| --- |
| **Ministry Vision** |

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

|  |
| --- |
| **Ministry Responsibilities** |

Plan and execute a weekly schedule relative to stated responsibilities and direction of the Pastor of Sports Outreach.

|  |  |
| --- | --- |
| **Essential Duties** | |
| **Description** | **% of Time** |
| *Ministry Support Responsibilities*   * Provide support for Sports Outreach ministry, Upward Flag Football, K-1 basketball, 2nd-6th grade basketball, School League Basketball and Volleyball, Adult Volleyball and Adult Ultimate | 40 |
| *Leadership Development*   * Leadership development collaboration with Pastor, including providing continuing education and spiritual growth opportunities for Sports Outreach leaders * Assist in volunteer recruitment, planning and training * Create engaging and appropriate content for followers through social media and oversee daily postings on both platforms | 30 |
| *Vision and Strategic Development*   * Meet with Pastor to discuss vision and planning before strategic plan is submitted * Meet monthly with Pastor to discuss adherence to and efficacy of implementation of the strategic plan * Communicate and carry the vision to Community Partners and volunteers in informational and training meetings throughout the year | 20 |
| *Administrative Responsibilities*   * Direct and communicate logistics during major initiatives with partner core team and volunteers * Ensure logistical efficiency for Sports Outreach volunteer teams through meeting with volunteer leaders | 10 |
| *Miscellaneous*   * Other duties as assigned |  |

|  |
| --- |
| **Required Core Competencies** |

* *Functional/Technical Skills* – knowledge and skills to do a job at high level of accomplishment
* *Time Management* – values time, uses effectively, concentrates efforts on important priorities
* *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
* *Conflict Management* – steps up to conflicts, reads situations quickly, good at focused listening
* *Emotional Intelligence* – self-awareness, motivation, self-regulations, relates well to all kinds of people, builds appropriate rapport
* *Motivating Others* – creates climate in which people want to do their best, gets the best out of people

|  |
| --- |
| **Required Qualifications** |

Experience

* Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, and Teams) and Adobe products
* Exceptional large project and team organizational skills
* Excellent interpersonal communication skills
* Effective written and oral communication skills
* Ability to multi-task and be a creative thinker

Education

* High school diploma

|  |
| --- |
| **Preferred Qualifications** |

Experience

* Knowledgeable in web-based software such as with church database and volunteer scheduling software.
* Prior sports and coaching experience in volleyball and basketball
* Background in sports training and officiating is valuable

|  |
| --- |
| **Physical Demands** |

|  |  |  |  |
| --- | --- | --- | --- |
| Stand: | O | Hearing/Listening | C |
| Sit: | C | Carry/lift 0-10 lbs | F |
| Walk: | O | Carry/lift 11-20 lbs | O |
| Run: | N | Carry/lift 21-50 lbs | N |
| Reach Outward: | C | Carry/lift 51 - 100 lbs | N |
| Reach Above Shoulder: | O | Carry/lift 100+ lbs | N |
| Climb (stairs/ladders): | O | Push/Pull 0-12 lbs | O |
| Crawl: | N | Push/Pull 13-25 lbs | N |
| Stoop, kneel, or crouch: | O | Push/Pull 26-40lbs | N |
| Bend: | F | Push/Pull 41-100 lbs | N |
| Talk: | C |  |  |

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

**F (Frequently)** occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

**C (Constantly)** occupation requires t his activity more than 66% of the time (5.5+ hrs/day)

|  |
| --- |
| **Work Environment** |

Working indoors (environmentally controlled conditions) and outdoors in a semi-noisy atmosphere some hours in front of a computer screen. Moderate physical activity performing somewhat strenuous daily activities of a primarily production/technical nature. Manual dexterity sufficient to reach/handle items, work with the fingers, and perceives attributes of objects and materials. Overtime requirement as needed for special projects.