



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	<u>% of Time</u>
<p><u>Ministry Support Responsibilities</u></p> <ul style="list-style-type: none"> Provide support for Sports Outreach ministry, Upward Flag Football, K-1 basketball, 2nd-6th grade basketball, School League Basketball and Volleyball 	40
<p><u>Leadership Development</u></p> <ul style="list-style-type: none"> 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
<p><u>Vision and Strategic Development</u></p> <ul style="list-style-type: none"> 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

<u>Administrative Responsibilities</u> <ul style="list-style-type: none"> • 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
<u>Miscellaneous</u> <ul style="list-style-type: none"> • 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 this 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.