

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: BATH



Ministry Area: Sports

Ministry Position: Administrative Assistant

Time commitment: 25 hours per week, part time hourly, non-exempt status

Report to: Donny Varney, Pastor of Sports Ministry

Position Overview

The purpose for this position is to assist and support the sports ministry team by providing exceptional administrative services.

Essential Job Functions

- Provide administrative support for all aspects of sports ministry including, but not limited to: Gameday, Sports Day Camps, Grace Race, and all groups.
- Play a critical role in the data entry and record keeping for all sports ministry staff and volunteers to make sure they are compliant in the adoption, integration and adherence to the Grace Church Child Abuse Prevention Policy (CAPP). This administrative support includes, but is not limited to:
 - Assisting with CAPP Training for all sports ministry volunteers.
 - Administrative ownership of all sports ministry check in/check out procedures, including consistently evaluating and improving procedures when necessary.
 - Help ensure all sports ministry volunteers complete the CAPP training as outlined in the Grace Church of Greater Akron CAPP policies and procedures.
- Provide administrative support to help ensure all sports ministry environments are safe, secure, and volunteers are fully trained and equipped to handle situations related to anything medical or security.
- Provide administrative support for the finances of sports ministry including budget planning, accounting, reconciling, t-account oversight, special projects, and contracts.
- Provide administrative support in creating and maintaining all sports ministry forms including (but not limited to): counselor application, coach application, referee application, group leader application, registration, scholarship, volunteer interest, sponsorship, surveys, and run sign-ups.
- Provide administrative support in ensuring all sports ministry calendar reservations, reports and data collection are done in a professional and timely manner.
- All other administrative responsibilities and tasks as assigned by the Pastor of Sports Ministry.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- A committed and faithful attendee of Grace Church, specifically at the campus listed.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and Staff Creed.
- Have attended or is in the process of attending Discovery classes within six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information appropriately.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- Is able to keep confidences and work within a team environment.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Is willing to perform other duties as required in a spirit of servitude.
- Strive for excellence, not perfection.
- Dependability, thoughtfulness, and trustworthiness.
- A professional, yet personal approach to ministry.

Measured By

- 30-60-90 day new hire review by the Sports Ministry Pastor.
- Annual Review by the Sports Ministry Pastor.
- Input from leaders, staff and volunteers.