



GRACE CHURCH JOB DESCRIPTION

Title:	Sports Ministry Administrative Assistant
Campus / Job Location:	Bath
Time Commitment:	25 hours per week
Classification:	Hourly, Non-exempt
Reports to:	Nate Rayl, Pastor of Adult Ministries

Position Overview

The purpose for this position is to coordinate the primary administrative needs within the Sports Ministry team. This role provides administrative support for the Sports Ministry team to achieve the mission and vision of reaching our community and integrating discipleship into various sports environments and programs.

Essential Job Functions

- Coordinate administrative aspects of sports ministry and provide administrative support within the workflow of, but not limited to: Gameday, Sports Day Camps, Grace Race, Men's Basketball League, Women's Fitness, and all Sports Ministry groups.
- Plan, organize and schedule all key leadership meetings including, but not limited to: referee meetings, coaches' trainings, women's fitness instructors, etc.
- Provide administrative support for the finances of sports ministry including budget planning, accounting, reconciling, t-account oversight, special projects, and contracts.
- 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, security, or check in of minors.
- 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, refunds, and run sign-ups.
- 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:
 - Coordinate details of CAPP Training for all sports ministry volunteers.
 - Help ensure all sports ministry volunteers complete the CAPP training as outlined in the Grace Church of Greater Akron CAPP policies and procedures.
- Create a secure process for check-in and check-out for all sports ministry programs involving minors.
- Coordinate the volunteer placement process for the sports ministry team.
- Organize volunteer leads, work teams, and TROOPS for various sports ministry administrative projects as well as develop long-term administrative solutions involving volunteers.



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General Requirements

- A committed and faithful attendee of the Grace Church campus of which you are employed.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Has a teachable spirit and servant’s heart (Philippians 2:1-11).
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always concerned about the spiritual welfare of others. (I John 5:14)
- Growing in faith as a believer in Christ (2 Peter 1:5-11). Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Is a good steward of the Lord’s money; uses time and resources wisely with the giver’s sacrifice in mind (2 Corinthians 8).
- Will serve teammates and the whole of Grace Church sacrificially as part of one united team, serving together.
- Handles confidential matters and material with integrity and an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; willing to learn in-house management systems.

Have you read the Job Description? _____

Do you understand the Job Description? _____

Can you perform the essential functions of the Job Description with or without reasonable accommodation? _____

I have read, understand, and agree with Grace Church’s Statement of Faith. _____

I understand this is not an official offer of employment. The formal offer of employment will be extended when a Compensation Agreement is presented and signed. _____

Print Name

Signature

Date