The mission of Christ Church is glorify God by making, maturing and mobilizing disciples as we love Jesus and love like Jesus in the world.

Position Summary Description

Title: Assistant Athletic Director of Sports Ministry

Status: Full Time (37.5 hours per week – including nights and weekends when necessary)

Reports to: Sports Ministry Director

Summary: Provide administrative assistance and program support, implementation and supervision for the Sports and Recreation Ministry of Christ Church. This person is highly relational, engages, and connects with participants, coaches, volunteers, parents, visitors, church, and day school staff on a spiritual level and in all things dealing with the sports and recreation programming.

These duties are to include, but not limited to the following

Primary Responsibilities:

1. Utilize the Event U online resource software, assist with Sports special event planning. Schedule appropriate resources (gyms, Cy’s field, studios, etc.) for camps, activities, meetings, and special events.

2. Administrative support for Sports including gathering and submitting Sports staff timesheets for semi-monthly payroll, budget, vacations, check requests, class rosters, accident reports, deposits, fee collections, and receipts.

3. Manage, maintain, and update our online registrations (TeamSnap or other service) including our sports database, sports online registrations, sports fees, team rosters, camp registrations and payments.

4. While working with the Athletic Director, this position is responsible for scheduling communications and publicity (both print and non-print) for the programs and events of the Sports Ministry to ensure all schedules, publicity, photos, etc. are up to date. This includes any social media presence allowed by the church.

5. Oversee Athletic programming in the absence of the Athletic Director (programs, field, gym, etc.)

6. Coordinate ordering and distribution of uniforms, coaches’ shirts, etc. when needed

7. Attend all Staff and Connections Ministry meetings.
8. Oversee and manage Friday night lights soccer program while using other staff when needed.
9. Work with the Athletic Director on field maintenance, striping, and upkeep of Cy's Field.
10. Maintain and inventory the equipment rooms
11. Actively participate and assist in the leading, planning, scheduling, implementation, and supervision of Sports programs (youth and adults), camps, and events. Creation of new programming to enhance and grow our ministry area.
12. Attend league meetings as needed and maintain working relationships with the directors from other participating churches and schools.
13. Maintain and grow the relationship between Christ Church and CMDS.
14. Assist in the setup for all programs including games in the gym and Cy’s field.
15. Possess and Maintain CPR/First Aid Certification