

Job Description

Title:	Director of Sports Ministry
FLSA Classification	Hourly/Non Exempt; 25 hours/week
Schedule Type	Part-time
Reports to	Campus Pastor Staff Parish Relations Committee
Direct Reports	Fitness Consultant – in collaboration with the Campus Pastor

Summary of Position

The Director of Sports Ministry is responsible for supervising, implementing and organizing programs that invite our surrounding community into a new and/or deeper relationship with Jesus. Sports Ministry at Ankeny First builds Christian community where all involved can experience faith, fitness and friendship. The Director of Sports Ministry works in collaboration with the Campus Pastor to maintain program vision – God is present in all aspects of our life, even while working out, playing sports, or building recreation based community.

Duties and Responsibilities

- Maintains and adjusts Sports Ministry offerings as they support the vision.
- Attend programs, connect with participants and seek feedback on programming
- Create, maintain and track program registrations
- Communicate with participants and parents regarding programs
- Work with the Campus Pastor to supervise the Fitness Consultant and indirectly supervise fitness instructors
- Source devotional resources and create take-home car chats as appropriate
- Market new programs (Facebook, E-backpack, Ankeny Living, bulletin, newsletter, etc.)
- Recruit and engage volunteers
- Develop and manage sports ministry budget
- Order supplies and equipment within budget guidelines and per program needs
- Keep janitorial staff and property manager aware of building issues.
- Collaborate with Campus Pastor and Ministry Support Specialist, supporting the Christian Life Center as a whole.
- Attend all sport cluster meetings, assist with cluster leadership, and meet with ministry team leaders
- General office responsibilities including greeting those who stop in the office, answering phones, assisting with opening and locking/arming building, setting up rooms/spaces for ministries as needed.

Desired Skills (Qualifications)

- Associates Degree required, Bachelor’s Degree preferred
- Previous experience with project/event management; knowledge of sports, recreation and fitness trends
- Competent with Microsoft word and excel
- Ability to multitask
- Ability to make independent decisions
- Commitment to Christ and appreciation of the United Methodist Church
- Position requires an individual to regularly sit. Employee is frequently required to stand and walk, must occasionally lift and/or move up to 50 pounds. Work environment is normal office environment with minimal noise/temperature fluctuations.

The Mission of Ankeny First United Methodist Church is to be an open and inviting community of faith through which God grows deeply committed Christians.