

Sports Director – Job Description

Introduction: GRACE SPORTS (1986 T-Ball, 1997 Soccer)

At Grace Church of Glendora, we have developed sports programs to teach the skills of the game and teamwork in an atmosphere of fun and competition. All practices, games, and related activities occur on the Grace Church property. Grace's sports included soccer, tee-ball, and flag football. Studies have shown that recreation is a major part of our family life here in Southern California. Grace Church desires to address that need by developing a growing sports outreach ministry to our community.

Title: Sports Director

Job Description: Part-time Sports Director with a passion for seeing people become fully devoted followers of Christ, committed to building recreational and sports-related programs for youth, helping grow and connect people to Grace Church through these programs, and developing a vision to reach out into our community with the Gospel.

Responsibilities: The Sports Director will be responsible for the overall planning and oversight of all sports-related outreach ministry of Grace Church of Glendora. The Sports Director will build a team of leaders and coaches that will effectively use sports to attract and share Christ with the surrounding community throughout the entire year. Sports leagues and activities will include the following: Youth Soccer, Tee-ball, and Flag football.

Additional responsibilities include assembling teams, coaches, and assistants, ordering uniforms and supplies, scheduling, game calendar schedules, recruiting, training, and leading volunteers, managing the snack shop, updating manuals, managing picture day, ordering awards, and managing award ceremonies.

Administrative Support: The Sports Director can utilize the administrative staff to assist them in mailing, database management, photocopying, ordering uniforms, and other tasks which can be handled by our administrative team. Advance notice should be given to the office team to ensure tasks are accomplished on time.

Communication Support: The Sports Director can also utilize the communication support staff to assist them in all aspects of communication.

Financial Accountability: It is the intent of the Sports Ministry to be self-funding.

Requirements: Spiritually grounded and theologically aligned with Grace Church. Member of Grace Church and attend and regularly support Grace Church. Ability to relate in a positive manner with participants and staff. Ability to work a flexible schedule with all games on Saturday. Number of Saturdays: 10 for Soccer, 9 for Flag Football, and 6 for T-Ball. Additional hours per week range from 15-20 during the pre-season, 5 hours during the season, and 10 hours toward the end of the season.

Status: Part Time – Non-Exempt, monthly stipend \$1,750.00