

## Job Description

**Title:** Sports Administrative Assistant  
**Reports To:** Sports and Outdoors Pastor  
**FLSA Status:** Non-Exempt  
**Prepared By:** Brett Beaugrand  
**Work Hours per Week:** 19

**Ministry:** Sports Ministry  
**Classification Grade:** T-2  
**Approved By:** Human Resources  
**Approved Date:** 05/21/2024

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### Essential Organizational Core Values

- **As an Individual Leader:** The Sports Administrative Assistant is responsible for taking the leadership of all ministry functions they oversee. Live out Real Life Ministries Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life Ministries Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Real Life Ministries Staff Team:** The Assistant Sports Coordinator has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Ministries Staff Team as a whole to accomplish church wide objectives and goals as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

### Job Summary

#### 1. Primary Function (80 %)

- Concessions
  - Oversee product inventory and restocking
  - Organizing Concessions
  - Equipping outside organizations to run concessions effectively
  - Oversee game day concessions operations and volunteer team
  - Provide weekly updates to the Sports Coordinator
- Website and social media
  - Manage new and old content
  - Collaborate with Sports and Outdoors Coordinators regarding content
  - Work closely with communications to update
- Roster, Schedule and Standings Database
  - Assist the Sports & Outdoors Coordinator to organize, prepare, update roster database
  - Manage and update Schedule and Standings throughout sports season.
- Rentals
  - Assist the Sports and Outdoors Coordinator to process paperwork, insurance, input requests into Rock
- Leagues
  - Assist the Sports and Outdoors Coordinator on opening nights, picture days, championship days

## 2. Team Function (10%)

- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Connect Volunteers that want to help with genesis prep game day responsibilities

## 3. Real Life Ministries Staff Relations (10 %)

- Work with our church congregation in a way that glorifies God through involvement in Weekend Service attendance and a Life Group. Be a visible model in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships.
- Values and abide to the expectations of being a member of the church found in our 101 and 301 classes.

## Qualifications and Required Skills

- Organization and managing details are key. Must be able to keep on top of To-Do lists, checklists, and manage multiple calendars
- Must be able to work independently with little supervision
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise.
- Must be able to handle conflict in a Biblical manner.
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues.
- Comfortable give direction to staff and lay leadership.
- Appropriately handle sensitive and confidential information and situations.
- Ability to focus on details, prioritize and meet deadlines.
- Proficiency with the Internet, word processing systems, spreadsheets, digital calendars, and other computer-based technologies.
- The ability to focus on the big picture while keeping track of all the little details.

## 5 Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:

Respect  
Problem Solving  
Collaboration  
Recruiting  
Initiative

## Spiritual Aspects of Job Requirements:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.

- Since we work primarily in teams at Real Life Ministries, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church

**Physical Abilities required**

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**Disclaimer(s)**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering:- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: \_\_\_\_\_

Employee Signature. \_\_\_\_\_ Date \_\_\_\_\_