

Job Description

Title: Administrative Coordinator
Reports To: Sports and Outdoors Pastor
Status: FLSA Non-Exempt
Prepared By: Brett Beaugrand
Work Hours per Week: 29

Ministry: Sports & Outdoors Ministry
Classification Grade: T-3
Approved By: Human Resources
Approved Date: 03/25/2026

Essential Organizational Core Values

- **As an Individual Leader:** The **Sports Administrative Coordinator** 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.
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- **As a Team Member on the Real Life Ministries Staff Team:** The **Sports Administrative 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: *The Sports & Outdoors Coordinator supports the day-to-day operations of concessions, communications, leagues, rentals, and reporting to ensure programs run smoothly and volunteers and partners are well equipped. This role collaborates closely with the Sports & Outdoors Team to advance the ministry's mission through strong organization, initiative, and Christ-centered leadership.*

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 and Outdoors Pastor
- Website and social media
 - Manage new and old content
 - Create and manage schedule for seasons and promotion plans surrounding the season.
 - Collaborate with Sports and Outdoors staff regarding content
 - Connect with sports leads monthly to make sure we are promoting the right materials in the right sequence. Offering advice based on trainings from communications team.
 - Work closely with communications to update
- Roster, Schedule and Standings Database
 - Assist the Sports & Outdoors team to organize, prepare, update roster database
 - Payments, dues etc.
 - Manage and update Schedule and Standings throughout sports season.

- Rentals
 - Assist the Sports and Outdoors team to process paperwork, insurance, input requests into Rock
 - Connect with organizations, equipping them to do what is necessary to have a successful rental. Set-up, tear down, alarm codes and any other procedures pertaining to the needs of the group. This will be in off hours when other staff are not available.
- Leagues
 - Assist the Sports and Outdoors Staff on opening nights, team events, etc.
 - Assist Sports Leads with practice night staff presence and coverage.
 - Create a sports equipment living inventory, manage the inventory and make purchases to enable our sports seasons run smoothly.
 - Send pre and post season inventory needs to the Sports and Outdoors pastor for final approval of large orders. This includes equipment, jerseys etc.
 - Be part of and champion our sports environments, being a first point of contact for our team on ministry function days. Helping recruit, train and develop leaders to assist in our environment teams. (Greeters, connection booth, etc.)
- Reports
 - Manage, follow-up and build reports for the Sports and Outdoors Pastor.
 - Create a follow-up process for those reports, connecting with Sports Leads if necessary.
 - Create actionable and practical next steps for those reports to assist and support our Sports Leads in their volunteers growing in spiritual maturity.
- First Contact
 - Receive and Return incoming RLM Sports and Outdoors phone calls and emails seeking information, clarity of upcoming events or connections.
 - Building and maintaining relationship with ministry partners and first-time connections.
 - Build a Volunteer team that assists in administrative components of Sports and Outdoors.
 - Supporting all Leads within the ministry

2. Team Function (10%)

- The Sports & Outdoors Team is your “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Keep normal office hours –Sunday-Thursday during non-sports seasons, adjust schedule to meet the need of weekend games during sports seasons.
- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Be an active participant in Sports and Outdoors Team meetings and discussions. Ability to think critically, systematically, and collaboratively with the Sports and Outdoors Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships.
- Meet with Sports Outdoors team for vision, collaboration, accountability, relational connection, etc.
- 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.
- Participation in All-Church functions that fall outside of the specific WDL Job Description (Align, etc..).

- Represents Christ and the Church in the community in a Godly way.
- Values and abide to the expectations of being a member of the church found in our Membership 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.

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

Respect: The expectation to recognize the inherent worth and value of another person, and to honor that worthiness in your words, actions and attitudes.

Problem Solving: The expectation to work through challenges to find effective solutions. This involves being able to identify and define a problem, generate alternative solutions, evaluate ideas, select the best alternative, and then implement to resolve the problem.

Collaboration: The expectation to have team members and ministries share ideas, knowledge and abilities in order to accomplish a common goal together as an individual ministry and the church as a whole. No silos.

Recruiting: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved.

Initiative: The expectation to take action and next steps independently of others' instruction for the betterment of the whole.

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 _____