**Alliance Friends Church**

**Job Description**

**Director of Young Adults/Sports & Rec.**

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| CLASS TITLE: | Director  | REPORTS TO: | Executive Pastor |
| EFFECTIVE DATE: |  | FLSA STATUS | Non-Exempt  |
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**GENERAL SUMMARY:** The Director of Young Adults/Sports & Rec Ministries will lead and direct both a year-round disciple-making ministry for college students and young adults ages 18-26, and a Sports Ministry for all ages. The primary goal of the Young Adults ministry is to inspire young people to discover Jesus and follow him fully. The position encompasses both on-campus and in-church ministry, seeking to build community and relationship with college students and young adults in our area.

**ESSENTIAL DUTIES:**

 **IN YOUNG ADULTS (10-12 HRS PER WEEK)**

* Regularly pray for the young adults, volunteers, and leaders.
* Build environments that reach college students and young adults who don’t know Jesus with the Gospel, help them get connected to each other and AFC. Mentor them to grow in their faith and develop them to reach their peers.
* Lead a weekly gathering, planning the services that are done with excellence and are applicable to the lives of college students and young adults.
* Organize regular onsite or offsite outreach events that draw in young adults to AFC and build community through reaching out, growing and/or serving.
* Be the primary teacher and upfront communicator for the young adult ministry.
* Oversee the administrative functions of the ministry, including budget, background checks of all volunteers, camps, conferences, event sign ups, ministry attendance, and follow up of new and absent young adults.
* Develop and implement a social media strategy to reach college students and young adults.

 **In Sports Ministry**

* Regularly pray for volunteers, participants and programs in sports ministry.
* Recruit and train all volunteers in the Mission/Vision of the church and Sports Ministry.
* Responsible for the vision, management and oversight of all sports leagues and administration, team formation,  scheduling, purchasing and distributing equipment, gifts, and awards.
* Cooperate with and incorporate other Alliance Friends Church ministries into the Sports Ministry.
* Responsible for the community wide promotion/advertising of the Sports Ministry through various media forms.
* Supervise and administrate the budget for all phases of sports and recreation ministries.
* Keep current on First Aide certification.
* The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of both the Senior and Executive Pastor(s).

 **Sports Facilities/Equipment**

* Work with the Director of Facilities to maintain and general care of the gym, basketball courts and outdoor volleyball courts.
* Responsible for the scheduling of the gym, basketball courts and outdoor volleyball courts in cooperation with the office staff.
* Responsible for sports equipment upkeep, ordering and maintenance. Keeping the Sports storage clean and neat.

 **Qualifications:**

* Strong interpersonal, organizational and communication skills.
* Be able to work evenings and weekends.
* The ability to set up and tear down sports equipment in the Gym.
* Be able to lift 100 lbs.
* Member of Alliance Friends Church or working towards membership upon hiring.
* Clean background check.
* Bachelor’s degree in related field.
* Must be a Christian.

 **Performance Expectations:**

* The Director must express the outward fruit of a personal relationship with Jesus, such as prayer, Bible study, ministry involvement, and tithing. They must be a person of honor and trust, who models obedience, grace, and spiritual maturity that others can follow.
* Christ-centered behavior always, i.e. treating people with dignity, respect, compassion and integrity; exhibits a commitment to execute all responsibilities with quality and excellence.
* Exhibits high level of ethics, integrity, and professionalism in all dealings; maintains the strictest confidentiality.
* Regularly attends a Sunday morning AFC service; regular involvement in AFC activities, ministries, and events; attends all mandatory meetings.
* A tithe of at least 10% to AFC.
* Demonstrates effective and efficient use of AFC resources; shows thorough familiarity with and understands AFC resources sufficiently to appropriately direct inquiries or provide appropriate information in a timely, professional, and collegial manner.
* Pleasant and professional personality and appearance.
* Exhibits good judgment in decision-making, based on AFC guidelines and values, directives found in the Personnel Handbook, and in alignment with EFC-ER Faith & Practice.
* Works effectively and cooperatively with others, demonstrating ability to work well in team-based efforts, completes reports and assignments by set deadlines or in a timely manner.
* Represents the church well on social media including all personal accounts.
* Maintains knowledge of Equal Employment Opportunity (EEO) laws, particularly regarding equal and fair treatment of all people; strives to maintain a non-intimidating, harassment-free work environment.

**EEO STATEMENT**

Alliance Friends Church is fully committed to Equal Employment Opportunity for its employees and applicants for employment based on merit without regard to race, gender, color, national origin, age, physical or mental disability, citizenship status, veteran status or any other basis protected by Federal, State or Local law, ordinance, or regulation. Alliance Friends Church is also fully committed to its religious distinctive and as a religious organization, is permitted by federal and state law to employ persons of religious beliefs, to require its staff to adhere to the EFCR Statements of Faith, and to enforce a religiously based statement of responsibilities for employees. Alliance Friends Church will follow this policy in recruitment, hiring, testing, certification, promotion, layoffs, returns from layoffs, demotions, terminations, training, performance evaluations, and leave. Alliance Friends Church is dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity. When a conflict occurs, Alliance Friends Church promptly addresses the matter. Should an employee feel they have been unfairly treated, they should report the matter to the Senior Pastor or Chair of the Board.

**DISCLAIMER**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge I have received a copy of this job description. I understand the duties and am fully able to meet the requirements and perform the essential functions of this position, with or without reasonable accommodations.

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Employee Signature Date

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Print Name