

Recreation Ministry Assistant

Reports to: Recreation Ministry Director

Status: Full Time

FLSA: Exempt

Job Summary

The Recreation Ministry Assistant will perform all necessary responsibilities that include customer service interactions with all members and guests, assist with programs as instructed, and keep continued communication with the director and other staff as needed as well as help maintain the recreation facility and equipment.

Essential Functions

- Programming of sports/recreation/wellness activities for adults and children
- Maintains and cleans recreation/fitness equipment
- Promotes (and helps create promotional material) for recreation events and activities
- Provides administrative support to Rec Center Ministries
- Process Rec Center use requests
- Accepts memberships (new and renewals) and check in patrons
- Schedule part time front desk employees
- Provide leadership and support of our seasonal youth basketball program

Other Responsibilities

- Lead classes

Minimum Qualifications

- Undergraduate degree and/or training within the field of sports/fitness/wellness/recreation/children's programming (personal training and/or group fitness certifications a plus).
- Possess good communication skills (verbal and written), ability to work well with people, ability to function in a busy environment with multiple interruptions, orientation to detail.
- Average (or better) computer literacy is required (use of Microsoft Office products). Familiarity with typical Christian church program activities is preferred.

Physical Requirements

- Able to lift/move equipment (up to 50lbs)
- Able to sit extended for periods of time
- Able to move during recreation programs

Core Competencies:

- Attention to Detail: Consistently attends to the needs of the Recreation Ministry (membership details, scheduling, and recreation programming)
- Time Management: Is able and willing to focus time on tasks that contribute to the organizational goals; Uses time effectively and efficiently; values time and respects time of others and can balance priorities
- Verbal Communication: Is able to deliver a message clearly, articulately, and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message without losing the essence of the message, depending upon the circumstances and the listener.
- Written Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers a message in a tone appropriate to context
- Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions implied solutions; decides in a timely manner based upon a blend of research, experience, risk taking and judgement

- Team Orientation: Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
- Project Management: Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.

To apply, send cover letter and resume to:

Kevin Harper

Recreation Ministries Director

Covenant Presbyterian Church

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