

RECREATION ASSOCIATE, NICEVILLE CAMPUS

Position Title: Recreation Associate
(Part Time)

Date: January 2021

Supervisor: Recreation Minister

Purpose: To connect people to Christ through our Recreation Ministry by handling day to day operations of the facility and creating a welcoming come as you are atmosphere for people who come to use the facility.

WELCOME DESK DUTIES:

1. Take in registrations/money for all activities held and hosted by the Recreation Ministry.
2. Greet new people that come to the facility.
3. Receive liability release forms and payments to use the facility.
4. Monitor gym and fitness center regularly.
5. Answer phones and return messages.
6. Fulfill any additional duties as assigned by the Recreation Minister.
7. Uphold the Staff Covenant.

GAME DAY DUTIES:

1. Be the face of Recreation Ministry on game days.
2. Set-up before games and tear-down afterwards.
3. Make sure that games start and end on time.
4. Greet people in the lobby between games.
5. Half-time Entertainment (Games or Devotions).

SKILLS DESIRED: (LIST QUALIFICATIONS/SKILLS DESIRED TO PERFORM JOB)

1. Love God.
2. Love People.
3. Friendly outgoing personality.
4. Willingness to serve with a cheerful heart.
5. General understanding and love for sports.
6. Ability to multi task.
7. General ability and knowledge to work with computers.
8. A Coachable and teachable spirit.
9. Does well at communicating details and situations with others.

KEY PERFORMANCE MEASUREMENTS: (LIST IMPORTANT AREAS THAT WILL BE ASSESSED)

1. Healthy and inviting atmosphere for anyone that comes into the Community Life Center.
2. Communicating effectively with the rest of the Recreation Team.