

**RECREATION ADMINISTRATION ASSOCIATE, NICEVILLE CAMPUS**

**Position Title:** Recreation Administration Associate, Part Time  
**Date:** May 15, 2022  
**Supervisor:** Recreation Director  
**Purpose:** Oversee Recreation Ministry administrative functions

**PRIMARY DUTIES: (LIST MAIN DUTIES OF POSITION)**

1. Serve as the sports management system administrator
2. Maintain the Recreation Ministry calendar and closely coordinate events with Crosspoint staff
3. Facilitate phone, e-mail and face-to-face customer service support
4. Assist with recruiting and supporting volunteers for all areas of the Recreation Ministry
5. Assist with drafting and renewing contracts with outside groups/ministries to then be passed on to the Recreation Director for final approval
6. Recommend new activities and opportunities that strive to connect people to Christ
7. Maintain and comply with safety, security and training regulations
8. Submit and approve payroll and payments for instructors and vendors
9. Make deposits of revenues collected through the Recreation Ministry
10. Submit background checks on volunteers
11. Provide general administrative support, as required
12. Uphold the Crosspoint Staff Covenant. (Note: Please include this in all Job Descriptions.)

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

1. Great management and administrative skills
2. Willing to work odd hours and weekends
3. Motivated about working and connecting with people of all ages and backgrounds
4. Passion for using sports and recreation as a platform to invest in the lives of others
5. Able to communicate in a clear and precise manner information needed by the public and the staff
6. Be able to speak in public to a small and large groups
7. Able to support a wide variety of sports and recreation activities to all ages
8. Be able to lift, carry and move heavy objects
9. Working computer knowledge
10. Organization skills
11. Pleasant attitude

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

1. Communication
2. Ability to work with the public and staff
3. Knowledge of programs

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## CONTINUING EDUCATION DESIRED: (LIST EXPECTATIONS FOR CONTINUING EDUCATION)

First Aid and CPR

Two units biannually in the area of recreational activity development.