

**RECREATION OPERATIONS ASSOCIATE, NICEVILLE CAMPUS**

**Position Title:** Recreation Operations Associate, Full Time (32 hours)  
**Date:** May 15, 2022  
**Supervisor:** Recreation Minister  
**Purpose:** Oversee Recreation Ministry operations

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

1. Plan, set-up and execute sports events, fitness activities and leisure arts activities
2. Director for all Youth and Adult Sports leagues, clinics and camps
3. Train and mentor coaches, facilitators and volunteers
4. Utilize the Recreation Ministry sports management system to manage events
5. Recruit, train, and support volunteers for all areas of the Recreation Ministry
6. Coordinate the maintenance of the Community Life Center with the Facilities Manager
7. Develop, review and renew contracts with outside groups/ministries to then be passed on to the Recreation Director for final approval
8. Develop and grow events and activities and opportunities that strive to connect people to Christ
9. Maintain and comply with safety, security and training regulations and standards
10. Work with the facility team to ensure proper set-up of events
11. Manage accountability and maintenance of all Recreation Ministry assets
12. Uphold the Staff Covenant. (Note: Please include this in all Job Descriptions.)

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

1. Great sports management 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 plan and teach 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 and management.