

# JOB DESCRIPTION

## RECREATION DIRECTOR, NICEVILLE CAMPUS

<b>Position Title:</b>	Recreation Director, Full-Time or Part-time, Exempt
<b>Date:</b>	July 2024
<b>Supervisor:</b>	Community Life Director
<b>Purpose:</b>	To oversee, lead, and facilitate the recreation programs of Crosspoint for community engagement and outreach.

### PRIMARY DUTIES:

1. Develop and oversee all programs and ministries of the Recreation Ministry.
2. Give direction and provide leadership for the Recreation Staff.
3. Recruit, train, mentor and support volunteers, coaches and facilitators for all areas of the Recreation Ministry.
4. Work in conjunction with Facility Manager and Community Life Director to oversee the maintenance of the Community Life Center.
5. Review and renew contracts with outside groups/ministries to then be passed on to the Community Life Director for final approval.
6. Maintain and grow the Recreation Ministry to provide new activities and opportunities and the highest level of excellence for participants.
7. Plan, submit and oversee the budget of the Recreation Ministry as well as all other financial aspects of the ministry to ensure that everything is done in accordance with Crosspoint guidelines.
8. Maintain and uphold all compliance and safety regulations, training, and standards for the Recreation Ministry.
9. Work with the facility team to ensure proper set-up of events in CLC.
10. Strategize ways to engage with the Niceville community to reach more people in our community.
11. Build relationships with other Crosspoint ministry areas to foster a healthy engagement between Recreation and other ministries (i.e. Kids, Academies, Students, etc.)
12. Any additional duties as assigned by supervisor.
13. Uphold the Staff Covenant.

### SKILLS DESIRED:

1. Has a ministry mind to help people connect people to Christ and their unique role in God's mission
2. Strong Leadership, organizational, relationship and management skills
3. Knowledge and experience in running sports leagues (for youth and/or adults)
4. Willing to have a flexible schedule throughout the year including weekends
5. Ability and willingness to speak in public
6. Passionate about working and connecting with people of all ages and backgrounds
7. Passion for using sports and recreation as a platform to invest in the lives of others

### PHYSICAL REQUIREMENTS:

1. Must be able to regularly move light to moderately heavy items and occasionally items over 50 pounds

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## KEY PERFORMANCE MEASUREMENTS:

2. Foster a growing, vibrant community for all Youth and Adult Sports leagues and recreation classes
3. Maintain and manage Financials with the goal of moving to be self-sustaining
4. Level of excellence in maintaining and growing programs
5. Continually evaluate the effectiveness of all programs and classes
6. Invest in and develop the Recreation Team and potential volunteers
7. Build relationships with other ministry staff members

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## EXPERIENCE DESIRED:

1. Minimum of an Associate's Degree (Bachelor preferred)
2. 2+ years of Organizational Management experience preferred

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## CONTINUING EDUCATION DESIRED:

1. Attend seminars, workshops, and conventions appropriate to Recreation Ministry as requested and approved by supervisor.