

Athletics Ministry Associate

The ministry associate position is for a person who has firmly decided to commit their life to the communication and demonstration of the good news of Jesus Christ. This position is for a person who is prayerfully called to help at-risk children, youth, and their families develop holistically in an urban context. Serving as a Ministry Associate provides an opportunity for an individual to be trained and mentored by established leaders as he or she invests in and mentors the youth, their families and volunteers who participate in our athletic programs. In addition, Ministry Associates are responsible for a variety of tasks that can include strategy development, assisting others, planning, implementing, and managing specific sports programs. Ministry Associates in Athletics will pray, engage in the life of the community, build intentional relationships with youth and volunteers, preach the good news of Jesus Christ and assist the athletics department in carrying out the mission of Urban Impact.

Department	Athletics
Reports To	Director of Athletics
Position Is	Regular Full Time
Supervisory Responsibility	None
Minimum Maturity Level	Stable, maturing Christian
Primary Skills	<ul style="list-style-type: none"> • Proficiency in MS Word, Excel, PowerPoint, Outlook, and Publisher. • Proficiency in multi-tasking and ability to establish priorities. • Strong organizational skills. • Ability to recruit, lead, supervise, motivate and train volunteers and students in ministry. • Ability to set and implement goals. • Experience in teaching the word of God.
Attributes	<ul style="list-style-type: none"> • Possesses a strong desire and sense a call to minister to inner city youth in Pittsburgh in a team setting through athletics. • Works well with children and youth. • Exercises commitment in getting the job done. • Possesses a servant's attitude. • Proven ability to work under pressure and within time constraints.
Passion For	Influencing the community for Christ. Transforming the lives of children and youth and their families for Christ in an urban context. Sharing the Gospel.
Experience and Education Required	Bachelor's degree or equivalent experience. National and State clearances required.

Anticipated Time Commitments

1. **Performing job responsibilities:** 40+ hours weekly; flex time to adjust with Athletics schedule.
 - a. **Participating in meetings/training:** Weekly staff meeting, bi-monthly Athletics team meeting, weekly individual meeting with supervisor, monthly evening prayer meeting when work schedule allows, training as required, (10+ hours monthly).

RESPONSIBILITIES/DUTIES*

1. Provide vision to specific assigned sports program and write yearly strategic plan:
 - Evaluate the causes and problems of the community.
 - Evaluate previous year's progress and make adjustments to meet the needs of the community.
 - Oversee direction of the program and verify the need is met.
2. Volunteer recruiting, mentoring and care:
 - Develop and execute a plan for recruiting volunteers:
 - Recruit volunteers from local churches and partnering ministries.
 - Follow up with volunteers to obtain a commitment through phone calls, emails and one on one meeting.
 - Send weekly emails during the program season to care for volunteers.
 - Schedules regular meetings throughout the season with supervisors, head coaches, and spiritual formation coaches
 - Train volunteers to develop more effective disciple makers.
 - Plan and execute a procedure to show appreciation to volunteers after the season.
3. Disciple children, youth and their families:
 - Build relationships with youth inside of assigned program
 - Acts as a role model of discipleship for volunteers by intentionally investing in a few youth outside of program.
 - Build relationships with families of participating youth whenever possible.
 - Help integrate families into other Urban Impact Programs.
4. Supervision of assigned athletics programs:
 - Create a safe place by teaching and enforcing the loving atmosphere model and the discipline policy.
 - Teach the word of God and ensure students are being cared for spiritually.
 - Assess and manage all emergency situations.
5. Administration of assigned athletics programs:
 - Coordinate with other staff members and volunteers to ensure that needed supplies and resources are present at the start of program.
 - Acquire permits and field reservations.
 - Coordinate season ending celebration including pictures and awards.
 - Manage all food and supply orders.
 - Collect registration forms, tracking sheets and data needed to track students.
 - Manage budget and report status to the director.
 - Develop and execute a plan for youth promotion
6. Assist in office administration:
 - Assist Athletics Program Coordinator with mailings and other departmental office work.
7. Assist in and or run other programs and special events as needed:
 - Ability and willingness to run programs as needed in substitute role



8. 75% of work time to be dedicated to support-raising. 25% of time dedicated to fund-raising after full support is raised.

** This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.*

The Urban Impact Foundation is a strong, team-based organization. Therefore, the employee is sincerely encouraged to assist other lead coordinators and team members as the need arises or with areas that are of interest to the employee with the approval of the immediate supervisor.

I have read the above job description and completely understand it, and I believe I can perform the job.

Job Candidate's

Signature _____ Date _____

Supervisor's

Signature _____ Date _____