



JOB TITLE: FPC Athletic Director
MINISTRY: RECREATION
SUPERVISOR: Director of Church Recreation and Fellowship / Director of Operations
FLSA STATUS: Full-time / Salary / Exempt
WORK HOURS: Variable with season; weekend and evening times are likely

POSITION SUMMARY: The First Presbyterian Church family is looking for an athletic director to help us create a new vision for our recreational athletic ministry. For many years, our beautiful property has been the spot of many athletic endeavors. Our desire as a family of faith is to help these recreational sports to become more layered with the mission of the gospel. The person we seek to assume this role is someone who has been deeply affected by sports and knows the opportunities sports provide to influence kids and communities. This person likes to build teams, to create new things, and finds joy in creating a new vision and plans. This role on our church staff requires the director to get involved in all the details and understand each component of athletic ministry as they help bring a new vision for athletic opportunities to this community. The person considering this opportunity for ministry feels called by God to help young people and families experience more of who God is when they play together on athletic fields. We believe this person is somewhere in our midst, and we are prayerfully seeking the one who might feel called to this unique role. If this person is you or if you know of someone who would be excited to help our church family tie the gospel to our sports program, please reach out to hr@fpcnashville.org.

DUTIES / RESPONSIBILITIES

- Manage a team sports program that develop skills and self-determination in a positive environment while also providing a discipleship component to the children, parents, staff, and volunteers that invites them to join and engage in the community at First Presbyterian Church.
- Organize team assignments, coach recruitment and training, game scheduling, and uniforms for all sports program participants.
- Ensure Recreation Ministry Assistant receives all relevant information and records of team sport participants and volunteers.
- Provide timely information to Recreation Ministry Assistant for all sports program e-news and other bulk mailings.
- Continually assess opportunities to offer new sports activities.
- Recruit, train, schedule, and supervise seasonal sports and pool staff along with facility site assistants.
- Manage seasonal swimming pool operations including maintenance and guest pass program.
- Schedule and manage use of gym, pool, fields, equipment, and other assigned campus areas utilizing Service-U or other facility scheduling software.
- Work in partnership with Director of Operations to identify and forecast needs, strategic priorities, and improvements to ensure maintenance, replacement and acquisition of facilities, fields, and equipment within budgetary allocations to support all Recreation Ministry programs.
- Select, purchase, maintain and manage Recreation Ministry resources within budgetary allocations including equipment for all programs and facilities subject to approval of the Director of Operations
- Serve as community liaison to promote the Recreation Ministry of the Church, as requested.
- Assist with Camp during summer, as needed.
- Drive the Church 15-passenger van for Recreation Ministry activities, as requested.

SUPERVISORY RESPONSIBILITIES

- Sports and pool seasonal staff
- Facility site assistants

KNOWLEDGE / SKILLS

- Understand all aspects of organizing sports leagues, field and equipment maintenance, rules, policies and procedures.
- Ability to play, lead, coach and/or teach a wide variety of sports including basketball, soccer and recreational games and activities.
- In-depth knowledge of basketball, soccer and recreational activities and games.
- Work well with parents and children.
- Aptitude for learning new technologies and software programs.
- Strong written and oral communication skills; clear, concise, and professional tone.
- Ability to use Microsoft Office products including Outlook, Word, and Excel.
- Ability to multi-task and flexible with sudden schedule changes.
- Promote teamwork and synergy with ministry team and with all volunteers.
- Time management skills that maximize productivity.
- Communicate the good news of the Christian faith with warmth and effectiveness.

POSITION QUALIFICATIONS

EDUCATION: A Bachelor's Degree in Sports Administration or related field, or equivalent training and experience in sports programs, leagues, and administration.

EXPERIENCE:

- An active, growing relationship with Jesus Christ. Knowledge of the bible, the Reformed tradition, and an ability to integrate the Christian faith into day-to-day work in a way that brings about the advancement of the gospel, required.
- Three years of working in sports administration, coordinating, and organizing sports leagues, as well as an understanding of field and equipment maintenance. Pool maintenance and camp experiences preferred.
- Experience in designing, implementing, and evaluating programs along with successful experience in a position utilizing skills and abilities to interact and lead participants of all ages.

CERTIFICATES, LICENSES, REGISTRATIONS

- Adult and Infant CPR, as well as Basic First Aid Certifications are required to be current at all times.
- Certified Pool Operators Certification or the ability to obtain one.
- Driver's license and acceptable driving record corroborated by a church-obtained MVR.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee must be physically fit; able to sit for extended periods of time for computer, paper and phone work; able to walk and run on uneven outdoor terrain; able to work outdoors in varying weather environments; able to lift up to 50 pounds; climbing and swimming may be required.

While performing the duties of this job, the employee will work in varying locations including but not limited to an indoor office, gymnasium, and outdoor environments such as playgrounds, pool, fields, and active outdoor spaces. Outdoor settings include exposure to potentially high heat and high UV ray environments. Exposure to communicable diseases is a factor. The noise level in the work environment is dependent on the workspace and may become loud, especially in gymnasiums. Frequent interruptions from staff and/or members of the congregation may occur and affect one’s ability to focus on or concentrate on work at the desk.

ACKNOWLEDGEMENT AND AGREEMENT: Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____