

JOB DESCRIPTION:

Interim Sports Ministry
Administrative Assistant

Sports Responsible to: Pastor of Sports Ministry

Status: Full Time, Hourly

General Position Overview: To assist in the administration of the WACC Sports Ministry, along with aiding the department in advancing and maintaining a strong league infrastructure, including helping to ensure the ministry and all its volunteers are following WACC's overall HR requirements.

Ministry Responsibilities:

- Assistant to the Pastor of Sports Ministry in office management, data entry, flyers, website submissions, prepare advertising for the department, prepare or write sports curriculum material for meetings and other daily administrative needs.
- Assist with the direction and administration of sports leagues, including managing the ministry, when the director needs to be away.
- Oversee the management of online registrations/volunteers.
- Communicate directly with and work to be in full compliance with WACC's HR & Accounting Departments by setting up infrastructure for Sports Ministry to ensure that all coaches and volunteers are processed in a timely manner prior to the beginning of each season. Comply with policies, procedures, and routines that ensure the safety of students and staff.
- Complete BMO expense reporting, reimbursement requests, and time keeping records as necessary for maintaining leagues.
- Assist in maintaining a Standard Operating Procedures manual of seasonal duties, expectations, roles & responsibilities for coaches and volunteers in the Sports Ministry.

Qualifications:

- Strong organizational skills – be able to organize self as well as others.
- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Ability to effectively interact with staff regarding areas of responsibility.
- Good relational and interpersonal skills.
- Knowledge and understanding of HR policies/procedures and working with volunteers in the culture of WACC.



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- Willingness to work in a team environment and to help develop the administrative tasks required in working with volunteers, league participants, parents, and spectators in the Sports Ministry.

Working Church Staff and Volunteer Relationships:

- Report directly to the Pastor of Sports Ministry.
- Attend and fully participate in departmental meetings with staff, volunteers and/or support staff as needed.
- Participate in meetings, retreats, and sports ministry seasons/events when required.
- Be informed of and function within the guidelines outlined in the WACC Employee Handbook.
- Participate in Senior Pastor designated “all-in” church wide events (i.e.: Easter, Christmas, Serve, VBS).
- Be actively involved in WACC church life (i.e.: attend Sunday services, participate in a Grow group, and/or volunteer in its ministries).

Benefits and Compensation:

- Compensation and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Employee Handbook.
- This is a full-time, 32 hour per week paid position.