



Upward Sports Coordinator

(League Director)

JOB DESCRIPTION

1 SUMMARY

The Upward Sports Coordinator will work with all major ministry directors in the pursuit of extending BLC's vision, mission, values and behaviors into the community of athletic participants. Upward Sport's specific mission is to use sports as a conduit to share the love of Jesus with kids and families, connecting them to life in Jesus. This person will passionately oversee and be responsible for all aspects of running the Upward Sports Ministry.

2 REPORTING

The Upward Coordinator reports to the Director of Missions & Leadership. To accomplish the above focus, you are also responsible for collaborating with the various ministry directors and committees that align to or oversee the Upward Sports Ministry. You will manage other full-time and part-time staff and volunteers in Sports Ministry.

3 MINDSET

The Upward Coordinator will demonstrate a passion for sharing the Gospel, providing a healthy competitive environment, and be willing to go the "extra mile" to ensure effective ministry. The Upward Coordinator must be familiar with sports and relate to coaches, athletes, and their family members. They must be comfortable with and willing to speak before groups of different sizes. The Coordinator must learn and champion technical needs as they arise and work with the appropriate full-time staff to execute all aspects of the programs.

4 ROLES AND RESPONSIBILITIES

4.1 Culture

- Provide spiritual leadership to the other staff and volunteers in Upward Sports Ministry.
- Connect sports to ministry and inspire people to think differently regarding their attitudes and connections with God, the spiritual family, and the community.
- Continually assess the congregation's "temperature" through formal and informal channels and work with members to find solutions to challenges.
- Protect and nurture relationships. Work with the board, staff, volunteers, and members to foster an environment of trust, rich feedback, and high-performing teams.

4.2 Talent

- Be a talent champion. Attract talent, nurture talent, inspire talent to grow and develop from both within and outside the congregation (within the congregation is the priority).

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- The Upward Coordinator will recruit and maintain the Upward Leadership Team with at least 5 members that help oversee the ministry's health, execution, and direction. The ULT will have a full-time Ministry staff and Community Engagement Director liaison to connect the ULT, staff and BOD.
- The Upward Coordinator and Upward Leadership Team (ULT) members will recruit coaches, referees, and other volunteers to carry out the leagues.

4.3 Change Management

- Implement effective change management while accomplishing the strategies and goals determined for the Upward Sports Ministry.
- Challenge status quo. Inspire leaders and volunteers to improve performance, teamwork, programs, and results continually.
- Provide context. Help board, staff, volunteers, and members anticipate the Upward Sports Ministry's changing needs and mission and adjust accordingly.
- Be a good partner. Take the lead on Upward Ministry-related issues and work collaboratively to include others' perspectives and suggestions into your ministry to make it more effective.
- Care about, be involved in, support, and provide insights to other ministries to help make them more effective. Work collectively to help people grow as followers of Jesus.
- Balance and prioritize strategy and tactics, change and tradition, thinking and action, future planning and real-time work, policy and common sense.

4.4 Conflict Management

- The Upward Coordinator will deal with conflicts and act as the primary receiver and resolver of complaints and issues.

4.5 Communication

- The Upward Coordinator will work with Communications and Community Engagement to ensure that the congregation and community remain informed of the ministry offerings and needs throughout the year.
- The Upward Coordinator will ensure thorough and timely communication with the participants and parents throughout the year with emails, texts, and phone calls.
- The Upward Coordinator will provide an annual report to the BOD and Congregation with ministry updates, highlights and forward-looking vision.
- The Upward Coordinator will oversee the communication of the Gospel with the participants, volunteers, and families. The Upward Coordinator will ensure that the Doctrine and content of the devotion material are Scripturally sound and impactful.

4.6 Strategy

- Embrace the congregation's mission and vision. Design, implement and assess Upward programs that help propel the congregation and kingdom forward.
- Conduct regular meetings with the Upward Leadership Team (ULT) to ensure the excellent execution of all aspects of the Flag Football & Cheer and Baseball Leagues.
- Be responsible for the leagues' overall supervision, including practice days and game days, evaluations, training, league formation, Meet Your Coach, halftimes, and Celebration events.

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4.7 Resources

- Provide leadership and guidance towards resource needs.
- Research, procure and maintain resources for the Upward Sports Ministry.
- Ensure that all physical resources are maintained efficiently and effectively to provide a high-quality, cost-effective program.
- Work closely with the Executive Director, East/West Properties Usage Committee, and Properties Committee to communicate the property usage and potential development needs.

4.8 Stewardship

- Be a budget hawk - modeling fiscal stewardship of congregational funds.
- Provide quarterly updates to the ULT to ensure that league fees and costs are in check. All finances will be a part of Brookfield Lutheran accounts and recordings.
- Ensure all registration fees, income from concessions and miscellaneous income is reconciled and deposited as per Brookfield Lutheran's policy and procedures.

5 KNOWLEDGE, SKILLS, AND ABILITIES

5.1 Education

- BA degree in Sports Management, Physical Education, or related field preferred. Equivalent experience considered.
- Teaching certification would be desirable.

5.2 Experience

- A minimum of 3 years of experience leading and coaching athletic programs.
- A proven track record of managing all details in an athletic program or league preferred.
- Experience recruiting and leading volunteers, a basic understanding of fundraising and promotional events.

5.3 Technical Skills

- Proven knowledge of rules and regulations that relate to Upward Ministry activities. – Stated above
- Working knowledge of Microsoft Office programs and Google docs capabilities.
- Prior experience using church planning software (Planning Center Online) or aptitude to learn.

5.4 Behavioral Attributes

- Have a personal relationship with Jesus Christ.
- Demonstrate a passion for sharing the Gospel and providing a healthy competitive environment.
- Effectively and genuinely capable of interacting with the congregation and our community families.
- Actively participate in and support the ministry of Brookfield Lutheran Church.
- Ability to listen to and communicate with people of all ages and athletic background and ability.
- The ability to develop and maintain interpersonal relationships.
- Exceptional oral and written communication skills.
- The ability to solve practical problems and deal with a variety of different situations.

To apply for this position, please email resume to Mary Stafford-Nunez at mstafford@gobl.org.