



ROAR SPORTS ADMINISTRATIVE ASSISTANT

Position Reports to: ROAR Director | Part-Time Non-Exempt Position | 29 hours/week

Office Hours:

SCOPE: As a ministry of Westminster Presbyterian Church, ROAR Sports exists “to glorify God by faithfully sharing and applying the gospel through sports.” The primary responsibility of the Administrative Assistant of ROAR Sports is to provide organized, detail oriented and hospitable administrative support to the sports ministry that helps maintain organized and well-functioning operations.

Qualifications and Attributes:

- Professes a personal faith in and displays evidence of a growing relationship with Jesus
- Yields to the Bible as the inspired word of God and the authority for all of life and ministry
- Willing to pursue membership at Westminster Presbyterian Church
- Values collaborative leadership that cultivates a grace-centered work environment
- Communicates with grace and clarity with church members, elders, deacons, and ROAR families
- Possess a general knowledge and understanding of sports (fundamental and rules), culture, and ministry
- Highly relational with an outgoing and genuine interest in athletes, coaches, and families
- Proficient in Microsoft Office Suite

Ministry Functions:

- Assists ROAR Director in planning, organizing, developing, scheduling, and evaluating registration and communication process with all participants
- Oversees all communication via e-mail, ROAR’s website, and social media outlets for ROAR Sports
- Handles logistical communication with families and coaches
- Produces promotional material in for ROAR leagues and website
- Directs and oversees the registration processes
- Assists and coordinates the recruiting of coaches and volunteers
- Communicates with Westminster and First Baptist with respect to ROAR Sports

- Promotes ROAR Sports in the community
- Attend weekly staff meeting with both ROAR and WPC
- Manages the annual calendar
- Creates game and practice schedules
- Assists with the preparations related to team assignments
- Communicates about weather delays and cancellations
- Handles communication with and organization of items related to sponsorships
- Process invoices and payroll of seasonal employees
- Order uniforms and awards
- Prepare coaches training materials
- Demonstrates initiative and anticipates needs of the coming seasons
- Works with the church administrator to handle background checks for coaches and volunteers
- Fulfill additional related duties as needed to meet ongoing ROAR & WPC needs

For additional information about ROAR: <https://www.roarsports.org>

To apply: Please send a cover letter, resume, and attached employment application to Kurt Witters at kwitters@wpcgo.com.

APPLICATION FOR EMPLOYMENT

Name:			Date:		
First	M.I.	Last			
Address:					
Street		City	State	ZIP	
Contact: () - () -					
Home Phone		Mobile Phone	Email		
Referred By:					
Position Desired:			Date Available:		
Pay Desired:		Hourly <input type="checkbox"/>	Salary <input type="checkbox"/>	Currently Employed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Previous Employment					
Company:		Job Title:	Phone:		
Address			Dates of Employment:		
Company:		Job Title:	Phone:		
Address			Dates of Employment:		
Company:		Job Title:	Phone:		
Address			Dates of Employment:		
Education					
Circle Highest Grade Completed					
High School	1 2 3 4				
College	1 2 3 4				
Graduate School	1 2 3 4				
References					
Name:		Occupation:	Phone:		
Name:		Occupation:	Phone:		
Name:		Occupation:	Phone:		