



## **ROAR SPORTS ADMINSTRATIVE ASSISTANT**

Position Reports to: ROAR Director | Part-Time Non-Exempt Position | 20 hours/week

**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
- 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 (fundamentals 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
- Handles logistical communication with families and coaches
- 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 bi-monthly staff meeting with both ROAR and WPC
- Manages the annual calendar
- 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 church staff 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 references to:

Ashley Kerr, Director of Business Administration

[akerr@wpcgo.com](mailto:akerr@wpcgo.com)