

## Sports Ministry Intern

Role Type: Part-Time up to 19.5 hours a week | weekday evenings

Department: Outreach

Reports To: Director of Sports and Recreation

### Overview

The Sports Ministry Intern will be responsible to assist the Sports and Recreation Ministry Director at The Bible Chapel (TBC) throughout the different sports seasons.

### Responsibilities

#### **Fall | August through October – Flag Football & Cheer**

- Allow cheer teams into their assigned practice room
- Set sound equipment up for cheer teams as needed
- Set fields up for practices and games
- Be available during practices for questions and to help coaches
- Be available during practices to help fill in for sick or absent coaches (preferable)
- Clean up fields after practices
- Assist with pre-season team creation
- Be able to read and understand Upward football rules and cheer guidelines
- Assist with finding referees to hire for weekend games
- Assist with field painting throughout the season
- Be available to set up and be responsible for adult sports as needed
- Other miscellaneous tasks as assigned

#### **Winter | January through April – Basketball**

- Set courts up for practices
- Be available during practices for questions and to help coaches
- Be available during practices to help fill in for sick or absent coaches (preferable)
- Clean up courts after practices
- Assist with pre-season team creation
- Be able to read and understand Upward basketball rules
- Assist with finding referees to hire for weekend games
- Be available to set up and be responsible for adult sports as needed
- Other miscellaneous tasks as assigned

#### **Spring | March through May – Soccer**

- Set fields up for practices
- Be available during practices for questions and to help coaches
- Be available during practices to help fill in for sick or absent coaches (preferable)
- Clean up fields after practices
- Assist with pre-season team creation
- Be able to read and understand Upward soccer rules
- Assist with finding referees to hire for weekend games
- Assist with field painting throughout the season
- Be available to set up and be responsible for adult sports as needed
- Other miscellaneous tasks as assigned

#### **Summer | July through August – Summer Camp**

- Be knowledgeable of all policies and rules and assist in their enforcement. Observes all rules and

#### Staff procedures for The Bible Chapel

- Monitors and ensures appropriate camper and camp staff behavior and adherence to the camp program and rules
- Recognizes and responds to opportunities for problem-solving in the group of campers and staff
- Facilitates the supervision of campers and staff while participating in daytime camp activities
- Assigns tasks to and schedule breaks for Counselors and Junior Counselors
- Assesses the appropriateness of campers' behavior and applies appropriate behavior management techniques
- Reports behavior and other problems immediately to the Director of Sports and Recreation Ministry
- Works closely with Director of Sports and Recreation Ministry to plan each week's activities, staff training activities, and end of summer staff party
- Aids the Director of Sports and Recreation Ministry in administration duties for each week of summer camp and staff training
- Works closely, cooperatively, and amicably with all staff members
- Encourages cooperation, teamwork, and participation from Day Camp Coaches and Junior Coaches
- Notifies the Director of Sports and Recreation Ministry if he/she must be absent or late for duty for any reason
- Reports any observed difficulties related to illness and injury of campers immediately to the Director of Sports and Recreation Ministry
- Reports to work and from scheduled breaks on time
- Seeks advice from the Director of Sports and Recreation Ministry when needed
- Performs other duties as assigned

### **Spiritual Gifts**

Leadership, Administration

*\*This Job Description is subject to change at management's discretion*