**Immanuel Lutheran Church & School**

300 S. Pathway Court

Crystal Lake, IL 60014

*immanuelcl.org*

815.459.1441

Upward at Immanuel Ministry Director

*Mission: The Upward Sports Ministry exists to assist families in building a strong foundation by promoting a relationship with Jesus Christ through a uniquely designed sports program.*

**Location:** Church Office/Home **Date Prepared:** October 2019

**Job/Position Title:** Director, Upward Sports at Immanuel (part-time)

**Reports to:**  Pastor of Discipleship

**Supervises:** Volunteer Coordinator, Marketing Commissioner, Game Day Managers, Referees

**Job/Position Summary:** The Director models the Upward mission, vision, and values through her/his actions, words, and deeds. She/he also raises up other leaders who will carry forward the mission while hosting a quality Upward experience.

**Certifications:** Food service, CPR, First Aide (can secure all as active director)

**Compensation:** Negotiable

**Requirements:**

* Believe in Jesus Christ as our Lord and Savior and incorporate the practices of Christianity in everyday life.
* Attend worship regularly and be a member in good standing at Immanuel Crystal Lake.
* Completed at least 36 hours of college level courses.
* Highly organized with excellent communication skills and have working knowledge of Microsoft Office Suite.
* Working knowledge of financial planning/creating budgets.
* Experience working with children and communicating with parents is a plus.

**Responsibilities:**

* Recruit and develop the Upward Leadership Team including the Volunteer Commissioner, Marketing Commissioner, Referee Commissioner, Coaching Commissioner, Game Day Managers, and Directors of the Day.
* Create and be part of a team that supports practices and game days.
* Support the Upward Leadership Team in their recruiting, marketing, and game day initiatives.
* Promote the ministry to the church, school, and community.
* Ensure the publication and promotion of volunteer opportunities to the congregation.
* Communicate with volunteers on a regular basis to assess their needs and ensure best practices.
* Plan and execute all necessary administrative tasks to launch each Upward session including: scheduling, rules review, registration planning/administration, evaluation planning/administration, team drafts, coach recruiting, communication with parents/coaches, newsletter production, summer camp planning, conflict resolution, communication with Upward corporate, etc.
* Ensure meaningful quality halftime programming.
* Partner with Connect Leader to execute a family-focused outreach program, specifically targeting the unchurched.
* Drive culture of continuous improvement for all facets of the ministry.
* Work with senior church leadership on annual ministry budget.
* Participate in regular and special meetings with the church staff, congregation, and governing body.