



To know, love, and serve as Jesus did

Job Description

Name New Hire
Job Title Assistant to Assoc. Director of Recreation
Department Faith Formation & Evangelization
Reports To Assoc. Director of Recreation
Hours Part-Time 20-25 hours a week

Summary of the primary roles

- Assist in providing year round activities and enrichment programs for the Christ the King community including both the Cathedral and the School that are safe, enjoyable and promote the love for Christ and His Church
- Assist in program management of league sports: Basketball grades K-HS, Volleyball grades 3rd-8th, and Soccer grades Pre K- 8th, and other various sports.
- Assist in implementation of after school programs and summer camps K-8 grade.
- Assist in implementation of sports offerings for adults.

Job Details

- Assist in managing registration process and website for all recreation activities
- Manage communication with parents, coaches, players, and Recreation mailbox
- Provide vendors and program support at the beginning and end of onsite programming.
- Ensure all volunteer and short term staff are where they need to be at beginning and end of programs.
- Distribute, collect and maintain inventory of any equipment and uniforms necessary for recreation programming.
- Assist in monitoring gym during practice times, league games, and tournaments.
- Schedule all additional gym monitors and score keepers year round.
- Manage attendance and reports of participants for database input.

Qualifications and Education Requirement

- Working toward college degree and/or 2 to 5 years recreation/sports experience

Preferred Skills

- Organizational, administrative, and basic computer skills
- Verbal, written, phone, and media communication skills
- Ability to work flexible hours including nights and weekends

Notes and Comments

- Frequency of roles and duties listed above varies depending upon seasons.
- Evening and weekend work varies depending upon seasons.