

St. James United Methodist Church

Job Description

(Revised July 2020)

- Title:** Director of Activities Ministries
Hours: Part-time, average 30 hrs per week, hours will vary based on activities scheduled
Reports to: Associate Pastor
Supervises: Part Time Activities Staff
Relates to: Activities Committee
Staff Parish Relations Committee
Church Staff
Board of Trustees
Finance Committee
St. James Preschool
St. James Scouts
- Attends:** Weekly Staff Meeting
Bi-Monthly Church Council
Bi-Monthly Activities Committee

Responsibilities:

- 1) Develop and implement relevant, engaging and effective Activities Ministry programs consistent with the goals and direction provided by the Church, the Activities Committee and Church Council, including but not limited to Youth Sports, Preschool Enrichment, Adult Wellness and Summer Programs.
- 2) Provide above programs in a Christian environment in which children, youth and adults may exercise mind, spirit and body
- 3) Recognize yourself as an ambassador of the St James community. Ensure programs and Activities staff promote and uphold a positive reputation and image of St. James
- 4) Generate reports on participation and keep records concerning the usage of the Activities Building
- 5) Prepare and execute communication and marketing, both internal and external to St. James, of the Activities Ministries program, including monthly newsletter, Chapel Notes (church's newsletter), Preschool newsletter, church bulletin, bulletin boards, flyers, website content and neighborhood newsletters
- 6) Manage registration for Activities Ministry programs and assist with online registration for other ministries and events
- 7) Oversee the scheduling and care of Church owned/leased vehicles and report maintenance/care issues to Facility Manager and Business Administrator
- 8) Coordinate with Facilities Manager and Trustees for the maintenance and care of the Activities Building
- 9) Coordinate usage and scheduling of the Activities Building by church and outside groups, including gym rentals, birthday parties and scout meeting space
- 10) Act as liaison between scouting ministry leaders and church staff
- 11) Manage on-site supervision, care and security of the Activities Building
- 12) Recruit, train and supervise paid staff and volunteers carrying out the Activities Ministry programs
- 13) Maintain accurate income and expenditure records in accordance with the Activities Ministries budget through communication with Church Business Administrator and Finance committee.
- 14) Any other duties as may be assigned from time to time by direct supervisor