

Ministry Assistant - Sports - Vineyard Community Center

Job Summary

The VCC Ministry Assistant is responsible for overseeing the classes, programs, events, and sport leagues hosted at Vineyard Community Center, Vineyard Columbus and associated properties.

Principle Responsibilities

- Oversee Classes
- Coordinate Sports Leagues and Camps
- Coordinate/Host Events and Services
- Marketing
- Access and Create New Classes, Programs, Events
- Supervision and Leadership

Core Competencies

Approachable	Detail Orientated	Ability to Give Feedback
Interpersonal Savvy	Functional/Technical Skills	Managing and Measuring Work
Spiritual Maturity	Communication Skills	Developing Direct Reports
Self-Awareness	Leadership	Motivating Others
Priority Setting	Systems Approach	Manages Conflict Well

Minimum Qualifications, Education and Experience

- Bachelor's degree and 2+ years professional experience in human services, event management, sports management or relevant field, or a combination of education and experience
- Strong knowledge of and demonstrated experience with Microsoft Office software and database creation and use
- Strong interpersonal skills
Supervisory or leadership experience preferred.

Physical Requirements

Standing for long periods of time, Stooping, Kneeling, Reaching, Walking, Fine motor work, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Standing, Pushing, Pulling, Lifting, Sedentary Work, Light Work, Medium Work.