

Chamblee First United Methodist Church

Activities Director

The Activities Director has the responsibility for overall coordination of approved sponsored activities throughout the church campus to create, develop, implement, and oversee operations of all activities and recreational ministries in a manner that fulfills Chamblee First United Methodist Church's mission. Area of responsibilities include providing a welcoming environment in what is often the first experience and impression at Chamblee First UMC, community outreach, recruit and market new programs, along with contract and schedule management with external groups.

Key Responsibilities:

Activities Ministry:

- Create, develop, implement, and oversee of all relevant and effective Activities Ministry programs consistent with the goals and direction provided by the Church, Board of Trustees, and Administrative Board including but not limited to Youth or Adult Sports, Education Enrichment, Summer Programs, and Community Events.
- Generate new and meaningful ways to provide Activities Ministry to ensure annual incremental and effective growth for the Church.
- Ensure all programs and activities staff and volunteers provide, foster, and ensure a welcoming environment and positive experience at Chamblee First UMC. Represent yourself and the church as an ambassador of the Chamblee community.
- Coordinate with Communications Director on the development of communications and marketing plan, both internal and external to the Church (Weekly Newsletter, Church Bulletin, Preschool Inserts, Church social media accounts, local neighbourhood forum), of the Activities Ministry and available programs and availability and execute aligned communications and marketing plan.
- Develop effective registration process for Activities Ministry programs and assist with registration for other ministries and events utilizing best practices and lessons learned.
- Coordinate with Business Director, Facilities Manager, and Board of Trustees for maintenance and care needed across church campus (i.e. Gym, Classrooms, Outside Property, Fellowship Hall, etc...) for Activities Ministry and provide thought leadership and recommendations on needed improvements to enhance programs and activities.

Administrative Duties:

- Organize and manage the various requests, meetings, community events, and coordinate with Business Director on church calendar.
- Coordinate usage and scheduling of the various meeting spaces, gym, and outside property by the church and outside group including gym rentals, birthday parties, scout meeting space, AA, Neighbourhood HOA meetings, and other meeting spaces.
- Manage on-site supervision, care, security, and meeting space needs (i.e. HVAC, Tables/Chair, Access to Building) of the Gym and agreed upon space for Activities Ministry programs and events.
- Create and implement monthly reports on requests, participation, use of church campus by type, and finances for any use linked to the Activities Ministry.
- Maintain accurate income and expenditure records in accordance with the Activities Ministry budget through communication with Business Director and Finance Office/Committee.
- Collect appropriate documentation and payment for each Activities Ministry program and event and provide to Business Director to be appropriately processed and filed.
- Recruit, schedule, and train volunteers for activities on church campus and assist when needed.
- Any other duties as may be assigned from time to time by direct supervisor or Senior Pastor(s).
- As ministry grows, recruit, schedule, and train Activities Ministry hourly staff.

Education, Experience, and Skills Required:

- 5 years of experience in Business Administration, recreation administration, or closely related field with directly applicable work experience in activities or recreation management.
- Ability to work a flexible schedule, including evenings, weekends, and holidays and attend bi-monthly Administrative Board Meetings, Recreation Committee, and Weekly Staff Meetings.
- Must be comfortable working in a church setting. Prior church work experience and/or familiarity with the United Methodist Church preferred.
- Be proficient in program and project management, excellent organization and time management skills with attention to detail and ability to prioritize.
- Must have the ability to relate in a positive and friendly manner with participation and staff, while providing exceptional customer service at all times.
- Ability to be self-motivated and generate new ideas and programs and who values a team concept of ministry.
- Must have an understanding of what makes an effective activities ministry and committed to the church's vision, and leadership.

Reports to Business Director

Role: Part-Time (averaging 20 hours a week), Hours will vary based on activities scheduled