

Director of Basketball Ministries

St. Paul United Methodist Church
Job Description



Title: Director of Basketball Ministries

Hours: Seasonal (varied hours - approximately 10-15 hrs/week during the season) – planning in Nov. - Dec. and Season in Jan. - Feb.

Reports to: St. Paul UMC Pastor

Direct Reports: Basketball Staff

Partners With: Basketball Committee

Are you passionate about basketball and community engagement? Join us at St. Paul UMC as the Director of Basketball Ministries and lead the charge in creating an unforgettable experience for kids aged 3 years to 8th grade.

About Us:

At St. Paul UMC, we're not just about Sunday services; we're dedicated to fostering an inclusive community and supporting growth in community. Our Winter Basketball program is a cornerstone of this mission, providing kids with the opportunity to learn, grow, and build friendships on and off the court.

Responsibilities:

Season Prep:

- Plan, organize, and oversee the exciting Winter Basketball League, scheduled for January and February each year.
- Collaborate with parent coaches, basketball staff, and church personnel to ensure smooth operations, from registration to game day.
- Hire, train, and schedule basketball staff including time keeper, score keeper, referees, and other needed positions.
- Keep parents in the loop with clear and consistent communication, fostering a sense of involvement and enthusiasm.

Resource Coordination:

- Take the lead on managing the registration website, ensuring a seamless experience for parents and players alike.
- Coordinate with referees and volunteers to ensure fair play and a positive experience for all involved.
- Spearhead the communication and rental arrangements for the Kroc Center Salvation Army gym, providing a top-notch venue for our older age groups.

Planning and Administration:

- Act as the liaison between the Basketball Ministries and the Pastor, providing regular updates and seeking guidance as needed.
- Keep the office organized with clear practice and game schedules, facilitating smooth operations behind the scenes.
- Schedule Basketball Staff and oversee weekly timecards.
- Be onsite (either St. Paul UMC or Kroc Center) to meet any needs that arise.

- Keep the gyms organized with clear work schedules, facilitating smooth day of operations.
- Advocate for the upkeep of church property, informing the Trustees of any maintenance needs to keep our facilities in top shape.

Qualifications:

- Maturity in the Christian faith
- Strong organizational and communication skills, with the ability to juggle multiple tasks effectively.
- Experience in event planning or sports management is a plus.
- Ability to collaborate with diverse groups of individuals, from parent volunteers to church leadership.
- Salary commensurate with experience