

Upward Coordinator

(Part Time, Seasonal)

ECC Kids Vision: We are a community of leaders, parents, and kids who connect, grow, and serve in Christ.

ECC Kids Mission: To come alongside children as they discover who God is, how He loves them, and what it means to follow Jesus.

Position Objective: The part-time Upward Coordinator will work under the direction of the Children's Minister to carry out the ECC Kids mission through the management of our Upward Sports program.

Personal Qualifications:

- Aligned with the values of ECC and ECC Kids
- A positive and team attitude, with flexibility and adaptability in carrying out the ECC Kids mission and working with staff and volunteers
- A heart to serve kids, parents, and volunteers
- The ability to lead, attract, invite, motivate, equip and encourage volunteers
- Excellent verbal and written communication skills
- Organizational skills
- Proficient computers skills (word processing, presentation, spreadsheet, and Upward access website)
- Strong regard for details
- Self-starter
- Previous experience with Upward Sports or other sports leagues is preferred, but program organization/management is the primary focus of this position.

Responsibilities include, but are not limited to:

- Liaison between Upward Sports and ECC
- Order and distribute all necessary equipment and supplies for Upward Sports
- Manage all communication related to Upward Sports (with families and volunteers)
- Plan and run participant evaluations
- Oversee registration process (including cut-off dates and late registration process)
- Organize teams
- Recruit all coaches, referees, support volunteers
- Coordinate with ECC staff and calendar on facility use, equipment use, etc.
- Promote Upward program (flyers, social media, school outreach, etc.)
- Manage Upward budget, handling cash/check payments for registration
- Print and/or purchase all needed materials for Upward programs
- Keep track of volunteers' schedules
- Complete processing of all volunteers (order background checks, call references)

- Equip and encourage volunteers through training, regular check-ins, and appreciation gifts
- Coordinate with photographer for picture days
- Plan and run closing programs
- Maintain a high level of confidentiality, integrity, and grace when working with parents, volunteers, kids, and other staff members
- Ensure that all required program elements are in place for Upward by either
 - Delegating portions of the program to responsible, growing leaders and then following up and supporting them OR
 - Personally making sure elements are in place

Work Schedule:

- Approximately 10 hours per week during the Main Season and Summer Clinics
- Flexibility to work from home on administrative tasks.
- Main Season: (exact dates TBD)
 - Promotion/Registration Begins in September
 - Evaluations: November and January
 - Parent Meetings: November & February
 - Practices Begin first week of December (No practices during RBB Winter Break or Spring Break)
 - Game Days: Saturdays from January – April
 - Awards Days: February & April
- Summer Clinics:
 - One Saturday in June
 - One Saturday in July
- Once games have begun, majority of hours would need to occur on Saturdays to oversee games
- Salary - \$2000