



Program Coordinator Job Description

OUR ORGANIZATION

The Edge is a 501c3, non-profit "Business As Ministry" of Destiny Church of the Christian & Missionary Alliance. We operate a 54,000 square feet facility that offers programs in sports and the arts, as well as partnering with organizations ranging from recreational groups to professional teams for rental space and events. The facility also serves as the home of Destiny Church for its worship services and ministry activities.

Our mission is to give every man, woman and child in our region repeated opportunities to see, hear and respond to the gospel of Jesus Christ. Our vision is to help youth cultivate their character and contribute to the world. Our strategy is to intersect culture by redeeming secular space. We do this using the platforms of sports and the arts.

THE OPPORTUNITY

This is a great opportunity if you possess a passion for the arts and/or sports, especially as it relates to youth development and empowerment. You will work with a committed and competent team of people with the shared ambition of making a difference in the world. This role collaborates with sports and arts organizations ranging from recreational-level to professional-level, as well as with our broad network of churches and para-church organizations - local, national and international. Your professional and personal network will grow immensely. You will receive mentoring and support from an array of coworkers, working and retired professionals, and contracted consultants, along with holistic leadership development. You will be stretched, affirmed and given room to spread your wings and try new things...we love the entrepreneurial spirit!

THE POSITION

We are seeking a highly motivated, detail-oriented Program Coordinator (PC) to join our team. This role will be responsible for assisting the Program Team in planning, operation, and evaluation of The Edge programs. This role will assist in booking, scheduling, and invoicing programs and rentals in the facility as well as building registrations for programs. The PC will coordinate program staff, coaches, and volunteers. This role will also oversee facility and building staff in coordination with the

General Manager. "Programs" include sports, arts, outreach and community empowerment categories. Reports to the General Manager

Summary of Responsibilities:

- Work with Programming Team to coordinate, plan and implement short & long-range objectives and strategies for programs consistent with The Edge's organizational mission, vision and values.
- Supervising volunteers, staff, and contractors related to programming areas of the organization.
- Manage existing programs, including registration, marketing, processes, and waivers.
- Prepare regular reports on league performance, participation, and feedback.
- Assist the Programming Team in securing new business.
- Ensure excellent customer service to patrons and partners.
- Oversee activities in the facility, to include: monitoring, making decisions and solving problems related to programs.
- Ensure the facility is ready to run programs (Safe, Clean, Organized, maintained), in coordination with the General Manager.
- Assist in negotiating facility agreements and schedule rentals using our facility management software.
- Other duties as assigned.

THE REQUIREMENTS

- College degree (preferred) or one to two years of experience in Recreation, Education or Business.
- A passion for sports and/or the arts (prior high school or college participation preferred).
- Availability for full-time work during non-traditional hours, including late evenings, weekends, and holidays.
- Experience with Microsoft Office Suite, along with Google Drive.
- Ability to organize and manage multiple projects.
- Demonstrated problem-solving ability.
- Excellent interpersonal and communication skills.
- A strong attention to details.
- An entrepreneurial-spirit a plus.
- Called to serve in this role in fulfilling the mission, vision and strategy of Destiny Church and its related entities - The Edge Sports & Arts Academy and Destiny Holdings, LLC.

- In agreement with the doctrine, mission, vision, values and strategy of Destiny Church.

THE ENVIRONMENT

The work environment is energetic, active and friendly. It is an office setting and sports facility with occasional meetings and errands outside of the building. It may be necessary for the employee to use his/her personal automobile to attend meetings outside of the office/facility or complete errands. Interruptions do occur, including visits from youth patrons, parents/guardians, staff and volunteers. The office has filtered air.

THE COMPENSATION

- Pay and benefits will be discussed during the interview process.
- Full-Time/Exempt

THE ETC:

- Applicants will be subjected to background checks and possible drug testing.
- Please send resume with salary requirements.