



**LIFEBRIDGE CHRISTIAN CHURCH**  
**Job Description**  
**LifeBridge Volleyball Coordinator**

**I. BASIC PURPOSE**

The LifeBridge Volleyball Coordinator is to contribute to the church's mission of leading people in a growing relationship with Jesus Christ. The Coordinator leads and lends administrative support to the LifeBridge Volleyball Leagues, other sports programs as needed, as well as administrative support to outside user groups in the Activities Center, as scheduled.

**II. WORKING RELATIONSHIP**

- A. Reports to LifeBridge Sports Pastor
- B. Participant in LifeBridge Sports team meetings
- A. Communicates with players, coaches, parents, children and LifeBridge staff

**III. DUTIES AND RESPONSIBILITIES**

1. Maintain current volleyball league binders with current team rosters (captain, team members, contact information), scorebooks, updated rules, game schedules
2. Email game schedules and other volleyball communications as necessary
3. Maintain past and current yearly waiver files in proper order
4. Prepare for volleyball tournaments (tables, cloths, utensils, plates, cups, napkins)
5. Prepare gym for VB use nightly (poles, nets, antennas, dry mop floor, etc)
6. Lead Focus Time each VB hour
7. Coordinate league play for safety and fairness to all
8. Monitor children in the building--back to parental control
9. Monitor vending machines (use, stocking product, trouble-shooting)
10. Record wins/losses each hour for standings updates

**IV. CHARACTERISTICS AND SKILLS**

1. Communicates and supports LifeBridge Mission & Values
2. LifeBridge Sports Administrative team member/contributor
3. People-first and a heart for the lost
4. Some administrative and clerical skills necessary
5. Organized, detail-oriented
6. Comfortable leading, training and encouraging others
7. Excellent computer skills

Schedule is M, Tu, Wed evenings approximately 12 hours per week. Additional hours may be available on an as needed basis. Pay is \$12/hr.