

CONNECTION POINTE

CHRISTIAN CHURCH

1800 North Green Street • Brownsburg, IN 46112 • cpcweb.org

JOB TITLE: Sports & Fitness Morning Desk Attendant

MINISTRY TEAM: Sports & Fitness

REPORTS TO: Sports & Fitness Team Leader

SUMMARY DESCRIPTION: Serve as first impression and resource leader for gym and fitness center members and guests during the opening shift. Help support and fulfill the mission and vision of the sports & fitness ministry along with the collective mission of the church to connect people to Jesus and each other.

MAJOR RESPONSIBILITIES:

- Open the gym and fitness center for the day
- Provide a positive first impression of the sports & fitness ministry as extension of the church
- Check-in center duties with the emphasis on guest service
- Enforce policies and procedures
- Perform routine administrative dues accurately and maintain confidentiality as required
- Dry mop the gym floor each morning before the day begins
- Help early morning fitness class instructors get set-up for class

QUALIFICATIONS:

- Has a personal relationship with Christ
- Possess a balance between a people and task focus/orientation
- Relational approach with guests
- Detail oriented, self-starter and committed to excellence
- Ability to help fulfil the vision and goals of Connection Pointe through the ministry of Sports and Fitness

EDUCATION & EXPERIENCE:

- Previous experience in a related customer service/administrative support position
- High School Diploma or GED

This position is 3.5 hours per day (part-time) Monday—Friday 5:45 am—9:00 am. Possibility of additional hours covering vacation days, meetings, and evening shift.