Minister of Recreation (Activities) Job Description

Job Title: Minister of Recreation (Activities)

Reports To: Minister of Education

Position Status: Full-Time/Part Time

Purpose:
The Minister of Recreation is responsible to the Minister of Education for planning, conducting and evaluating a program of recreation for church members and other persons in the community.

Responsibilities:
- Direct the planning, conducting and evaluating of the recreational activities in the church.
- Coordinate the scheduling and administer the activities in the recreation center.
- Maintain and supervise the repair of recreational facility. Be responsible for the inventory, care, repair and storage of recreation equipment and supplies.
- Work with the nominating committee to recruit and enlist workers for the recreation program.
- Schedule activities of paid and volunteer workers.
- Periodically review and evaluate recreational policies and programs.
- Participate in a weekly hospital and prospect visitation.
- Provide leadership training for both paid and volunteer workers.
- Serve as a recreation resource person and advisor to organizations of the church as requested.
- Provide representation for the church in planning, conducting and evaluating recreation activities that involve other churches and groups.
- Cooperate with associational and state leaders in promoting activities of mutual interest.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Minister of Recreation] ____________________________ Date ____________________________

Revised: _______