



THE POINT COMMUNITY CENTER

Recreation & Fitness Attendant

ACCOUNTABLE TO:

Director of The Point Community Center

POSITION IS:

Part-Time Hourly– Nonexempt. 12 – 15 hours/week. Daytime, evening, and weekend shifts should be expected.

PURPOSE:

The Point Community Center Mission is to connect guests with Christ through athletics, wellness, and outreach. The Recreation and Fitness Attendant will enthusiastically interact with guests, provide excellent hospitality and leadership during Point sponsored events, activities and rentals, and work with teammates to create the a welcoming atmosphere for community fitness, recreation, and outreach activities.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provide fitness center tours and introductory explanations of fitness machines and exercises. Record fitness center participant agreements and participation fees.
2. Enthusiastically interact with guests to create a positive atmosphere and opportunities for outreach.
3. Independently supervise internal and external events and activities (events and activities sponsored by The Point and events hosted by outside groups) coinciding with scheduled shift. Event responsibilities will include set-up/tear-down of equipment (**Must be able to lift up to 30 pounds**), coffee shop service, general building supervision, fee collection, and engagement with guests.
4. Communicate and enforce community center rules, regulations, and policies to visitors.
5. Collect and account for participation and rental fees.
6. Open and close the community center facility.
7. Participate in the development and implementation of wellness/recreation challenges and special activities.
8. Help to recruit, train, and manage The Point volunteers.
9. Fully engage in staff discipleship and leadership development programs at the request of the Leadership Team
10. Aide in the design and implementation of athletic/recreation programs and activities, and Point Youth Camps.
11. Provide for the general upkeep of The Point facility, making sure the facility looks clean and appealing to guests.
12. Complete Point Cafe Barista Training and serve customers of The Point's Café, as needed.
13. Other tasks as assigned.

PERSONAL AND PROFESSIONAL GROWTH IN LEADERSHIP AND DISCIPLESHIP:

1. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
2. Seek and develop a relationship with a personal mentor/accountability partner.
3. Develop personal evangelism opportunities within and outside of the church.
4. Fully engage in staff conferences, retreats, discipleship initiatives, and church-wide events at the request of the Leadership Team.
5. Pursue self-initiated professional growth through reading relevant materials and researching and attempting new strategies for reaching primary objectives in ministry.
6. Financially support the works of ministry of Centerpoint Church.
7. Maintain proper priorities in your personal life, setting appropriate boundaries as necessary.

OTHER RESPONSIBILITIES:

1. Attend weekly worship services and attend staff prayer meetings.
2. Abide by the Centerpoint Staff Covenant and Employee Policy Manual.
3. Demonstrate a willingness to submit to others out of reverence to Christ as stated in Ephesians 5:21.
4. Demonstrate a commitment to handling conflict biblically, following principles in Matthew 18.
5. Regularly communicate with staff, volunteers, and the congregation in written form.
6. Punctually attend all staff meetings, scheduled supervisory meetings, and staff building events.
7. Respond in a timely manner (within 24 hours) to ministry related electronic, telephone, or personal contact.
8. Give full support to the General Operating Budget of Centerpoint Church and avoid soliciting or expending funds not previously authorized.

Signed

Date

Approved by the Executive Team, _____ 5.27.18