

## **CRU - WORLD HEADQUARTERS POSITION DESCRIPTION**

**Business Title:** General Manager of the Agape Center boys basketball team  
**Ministry/Team:** Cru Inner City/Chicago  
**Reports To:** Agape Center Program Director  
**FLSA Status:** Non-Exempt  
**Prepared By:** Brad Harry  
**Prepared Date:** August 15, 2019

**MISSION:** Cru is a caring community passionate about connecting people to Jesus Christ.

### **SUMMARY DESCRIPTION OF POSITION:**

Oversee and manage all athletic, spiritual, recreational, and life-skills activities the Agape Center's high school boys basketball team. Coordinate, develop, and evaluate the staff/volunteers assisting with the program so that they can lead it.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### ***As an employee with Cru:***

- Meet with Agape Center Program Director and basketball team coaching staff as needed to plan and prepare
- Prepare, administer, and clean-up the ministry's high school boys basketball team two nights a week (likely Tuesdays and Thursdays) for 3 hours each night during the fall/winter and the summer
  - Comply to and enforce youth registration and supervision policies
  - Prepare building and meeting space for basketball practices, scrimmages and games
  - Supervise practices and recreation in the gym
  - Coordinate life-skills activities with boys on the team
  - Coordinate Bible study with the boys on the team
  - Ensure safe dismissal of boys following basketball activities as per registration info
  - Clean up building and meeting space after basketball activities
- Participate in the annual Agape Christmas Dinner outreach (December)
- Coordinate, develop, and evaluate Staff/Volunteers
  - Reinforce youth supervision policies to volunteers
  - Train and provide direction and guidance to staff/volunteers
  - Evaluate staff/volunteers at least once each semester
- Participate, as appropriate, in staff/team meetings, prayer meetings/events, and staff development meetings/activities
- Participate, as needed and available, in the ministry's seasonal packing events, donor events and mission experiences, such
  - Spring break mission trips hosted by the ministry in March
  - The ministry's fund-raising dinner in April/May
  - Packings events like Boxes of Love (Nov), Homeless Care Kits (Jan), Easter Bags (Mar/Apr), and PowerPacks (July/Aug)

**OTHER FUNCTIONS (Non-essential)**

- Demonstrate and model personal spiritual discipline and assist in the development of an environment on the team where individual team members grow in their own Christian walks.
- Personal development - engage in the Staff Development process, including creating and implementing a Professional Development Plan, and Position Focus sheet, targeting areas of growth
- Perform related duties or special projects as assigned.

**SUPERVISORY RESPONSIBILITIES**

This job would entail on-going supervision and development of Cru staff/volunteers assisting with the boys basketball team. While leading the basketball team program, other staff/volunteers would assist this person and report to this person for that particular program.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

- Personable, friendly demeanor
- Oral and written communication skills
- Educating children individually and in a group setting
- Youth basketball practices, plays, and game plans
- Aptitude for using computers, Internet technology, and social media
- Social, economic, educational, political, and justice issues facing those in Chicago

**ABILITY TO:**

- Communicate schedules, assignments, and plans to staff/volunteers, players, and parents
- Analyze situations accurately and adopt an effective course of action
- Identify and initiate tasks and procedure to help facilitate efficiency and stewardship
- Establish and maintain cooperative and effective working relationships with others
- Meet schedule and time lines
- Plan and organize work
- Supervise and train volunteers
- Effectively share the gospel and follow-up new believers
- Develop and follow a lesson plan and a practice plan
- Develop and lead Bible studies for children and/or teens
- Use Google apps proficiently, such as Gmail, Calendar, Docs, Sheets, Forms, and Slides

**EDUCATION and/or EXPERIENCE**

Associate degree or similar education/experience in educating teenagers. Experience coaching

teenagers and adults in basketball is a must. Considerable experience communicating biblical truths to teenagers in a small group setting is also mandatory.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS/ABILITIES**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

### **CHRISTIAN GROWTH**

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.