



Athletic Events Volunteer Coordinator Job Description

Purpose of Position

Des Moines Christian School's athletic events are supported by volunteers who sell admission tickets, work concessions, and assist with game responsibilities at DMC hosted events. The Athletic Events Volunteer Coordinator supports DMC's athletic events by coordinating volunteer assignments, sending reminders, and other communications with volunteers.

Position

- Part-time, schedule is seasonal according to sports and activity seasons year round
- Hourly, non-exempt, at-will

Reports to: Head of Activities

Qualifications

- High School Diploma or GED
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

Professional Profile

- Demonstrated commitment to the mission of DMCS: Equipping minds and nurturing hearts to impact the world for Christ.
- Effective verbal and written communication skills.
- Characterized with integrity and maintains confidentiality.
- Ability to work collaboratively with other departments as well as independently..
- Demonstrated ability to adapt to changing priorities.

Responsibilities

Volunteer Management and Communication

- Assigns volunteers to volunteer spots using volunteer sign-up software.
- Coordinates various event workers (line judges, side line crews, scoreboard operators, PA announcer etc.)
- Reminds volunteers of their sign-up via email and/or phone call.
- Assists volunteers with sign-up changes in the system.
- Communicates with volunteers to find coverage in the event of an unfilled volunteer spot.