



NorthPoint Church

Sports Coordinator Job Description

Department: Community Center

Objective:

The Community Center Sports Coordinator creates opportunities to maximize use of NorthPoint Community Center's sports courts, initially focusing on building opportunities Thursday through Saturday. This role develops leagues, open play, clinics, tournaments, and other sports-based programming across our two pickleball courts, one volleyball court, or one 3v3 basketball court. The Sports Coordinator builds community connection through sports while working closely with church leadership to ensure programming reflects NorthPoint's mission of cultivating communities of grace and truth while creating opportunities for local communities in the Northwest Des Moines metro.

Compensation/Status: Part-time, hourly (non-exempt); approximately 8-10 hours/week, with a schedule weighted toward Thursday-Saturday programming. Refer to the NorthPoint Employee Handbook for more information.

Key Responsibilities: The Sports Coordinator is charged with:

Court Programming & Scheduling

- Develop and manage a weekly schedule of pickleball, volleyball, and 3v3 basketball activities, prioritizing Thursday through Saturday.
- Coordinate with the NorthPoint Facilities team for court conversions between pickleball, volleyball, and basketball configurations to match programming needs.
- Explore and pilot additional days and times for court usage as demand grows, with emphasis on NorthPoint ministries having priority on scheduling conflicts.

Program Development

- Create leagues, open-play times, clinics, tournaments, and other sports-based opportunities that engage both NorthPoint members and the surrounding community.
- Partner with local schools, leagues, and organizations to build court usage and community connection through sports.
- Evaluate and adjust programming based on participation and community feedback.

Staff & Volunteer Coordination

- Recruit, train, and schedule the volunteers (e.g., referees, scorekeepers, court monitors) needed to run sports programming.
- Foster a welcoming, well-organized, and safe environment for all participants and guests.

Sports Coordinator is NOT:

- Facilities technician responsible for court maintenance and repairs.

- A personal trainer or private coach for individuals.
- Focused solely on competitive leagues to the exclusion of casual, open-play opportunities.

Qualifications:

- A strong personal faith in Jesus Christ and a strong alignment to the mission, values, and staff plumb lines of NorthPoint Church.
- Experience in sports/recreation program management, league coordination, or officiating.
- Strong scheduling and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to build and maintain effective relationships with diverse groups of people.
- Experience recruiting, training, and managing volunteers.
- Self-starter and creative, with the ability to partner with others.
- Understanding of the goals and objectives of the Cultivate Initiative.

Relationships of the Sports Coordinator include:

Reports to	Community Center Activity/Policy Coordinator
Works closely with	Community Center team, Admin, and Facilities teams
Leads	Sports volunteers and officials
Supports	Other ministry leads and church leadership

Success of the Sports Coordinator is defined by:

- NorthPoint's sports courts are consistently and creatively used, targeting Thursday through Saturday.
- A growing number of NorthPoint and community members are participating in court programming.
- Volunteers are consistently recruited and adequately equipped to serve.
- Excitement and intentionality align with NorthPoint's mission, values, strategy, and impact of our church.
- NorthPoint staff and leaders are supported and encouraged.

To apply, please send your resume and cover letter to Tonya Amos -

Tonya.amos@northpointdsm.com

This role requires passing a background check, providing at least three non-familial references, and adhering to all NorthPoint child protection policies.