

Cru – Athletes In Action POSITION DESCRIPTION

Business Title: Event Staff
Ministry/Team: AIA / SCRC
Reports To: SCRC Team Associate
FLSA Status: Non Exempt
Prepared By: Lorri Huntington
Prepared Date: 3/1/2021
Approved By: Ada Morgan, 7/7/2020; Ada Morgan, 3/2/2021
Job Code: PSOP-Project Specialist (Ops) –(UN2/4)

MISSION: Cru is a caring community passionate about connecting people to Jesus Christ. AIA serves to see Christ-followers on every team, in every sport, in every nation.

SUMMARY DESCRIPTION OF POSITION:

Provide an excellent experience to clients and guests using SCRC fields and equipment by fulfilling daily setup and tear down, safety, and communication functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

As an employee with Cru:

- Actively and intentionally grow in his/her Christian faith
- Maintain a positive witness for Christ
- Express a dependence on the Holy Spirit
- Share what God is teaching him or her
- Consistently attend and participate in team/ministry devotional times.

FOR THIS POSITON

- Display a positive attitude and flexibility toward associates, management, AIA staff and guests
- Connect with and be available to the lead coach or group director throughout their event
- Assist visiting coaches or trainers with first aid as needed
- Observe and report safety hazards and equipment or facilities needing repair or replacement
- Communicate with SCRC team using established communication protocol (e.g. GroupMe)
- Monitor SCRC communication and weather alerts
- Complete assigned duties checklist

OTHER FUNCTIONS

- Demonstrate and model personal spiritual discipline and assist in 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 Personal Development Plan (PDP) targeting areas of growth.
- Administer CPR or AED as appropriate, ensuring emergency personnel and SCRC leadership are contacted as appropriate to the situation. Record all injuries per protocol.
- Perform minor food prep and sales in concession stand, following all health and safety guidelines
- Assist Challenge Course Facilitators in monitoring groups using the course following standard operating and safety procedures and Facilitator instructions
- Assist Grounds Crew with mowing and / or other grounds maintenance
- Perform related duties or special projects as assigned

SUPERVISORY RESPONSIBILITIES

None

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:

- Proper methods, techniques, materials, tools and equipment used for sporting events held on the property
- Sound equipment setup and use
- Basic requirements for the safe maintenance of facilities
- Proper methods of storing equipment, materials and supplies
- Proper methods, techniques, materials, tools and equipment used in modern custodial work
- Basic food safety methods and techniques
- Appropriate safety precautions and procedures

ABILITY TO

- Establish and maintain effective coordinating relationships with clients, guests, and staff
- Comprehend, carry out and explain verbal and written instructions
- Maintain reliable, on-time attendance for scheduled shifts
- Move and lift objects up to 75#
- Operate scoreboard, billboard, sound and other electronic equipment
- Safely operate motor vehicle (golf cart, gator, truck, riding mower etc.)
- Calmly handle emergency situations (e.g. weather, medical), following protocols and ensuring safety of guests and other staff

EDUCATION and EXPERIENCE

High school diploma plus three to twelve months experience, or sufficient training and experience to demonstrate the knowledge and abilities listed above.

First Aid, CPR and AED certifications. ServeSafe "Food Handler" certification.

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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, talk or hear, and taste or smell. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and distance 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.