



678-754-7700
P.O. Box 115028
Atlanta, GA 30310



Job Description – Site Coordinator

Program Description:

LukeSports - operates a sports league offering flag football, cheerleading, basketball and soccer for Charter Schools in Atlanta. LukeSports is an incentive-based tool to enhance the student's academic performance while developing teamwork and building character and athletic skills.

Win:

A win occurs when a student athlete sees improvement in his/her GPA, behavior, confidence, character development and team work.

Purpose

A **Site Coordinator** is positioned to support the Site Director and function as a leader in checking in fans, student athletes, running the concession stand, set-up, field coordination and clean-up at sporting events.

Profile

The profile of a **Site Coordinator** should be a blend between 40% people skills and 60% task personality traits. They should have an **intense focus** on detail, timeliness, servant leadership, communication, customer service, flexibility and follow-through. A **Site Coordinator** provides intentional, proactive leadership and is required to provide hands on attention to the details at sporting events and administrative duties as required.

Requirements – Ability to lift and carry 20-50 lbs. when unloading supplies, climb multiple sets of stairs or bleachers on a regular basis, the ability to walk 3-5 miles on hard surfaces, work in 90' heat for 3-5 hours and thrive in humid, high heat / sunny environments and or frigid environments including rain / wind. You must have a cell phone, computer, printer and Internet access.

Reports to - Director of LukeSports or Assistant Director



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Priorities

Game Day (95%)

1. Set-up and Clean up before, during and after LukeSports events.
2. Coordinate volunteers for LukeSports.
3. Interface with facility management, parents, staff, athletes and volunteers.
4. Handle and count money.
5. Run concession stand.
- 6. Maintain a rock solid, event level commitment, always being on time no matter what...**

Training and Administration (5%)

1. Assist in LukeSports kick-off meetings and assist in training of volunteers.

Salary Range - \$9.62 – \$18.62 hr

Experience: Ideal candidates will possess an above average ability to:

- Serve athletes, staff and volunteers
- Strong customer service skills
- Ability to get programs started quickly and stay focused through the end of the event
- Have a growing relationship with Jesus Christ
- Demonstrate a pattern of service in their church and previous jobs
- Lead Urban Kids into Excellence
- Exhibit a work ethic with a sharp attention to details and a desire for excellence.
- Maintain a rock solid, event level commitment, always being on time no matter what...
- Flexible and ready to adjust when the stadium needs cleaning or the unexpected happens



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Work Schedule / 4 - 12 Hours per Week

Training:

- All training will be during normal business hours. All employees will be paid for training LukeSports: September – May
- Friday – Start time 3:30 p.m. – 11:00 p.m. (Most Weeks – 5:00 p.m. – 10:00 p.m.)
- Wednesday - 3:30 p.m. – 11:00 p.m. (Make-up Games)
- Saturday – 9:00 a.m. – 11:00 p.m. and or 3:00 p.m. – 11:00 p.m. (Championship or Make-up Games)
- Staff are not permitted to leave LukeSports or depart early.
- Sack dinner or lunch advised
- **Transportation leaving the event after we close is critical as the Police and Staff cannot wait on your ride.**

Steps for Applicant's Reply:

1. Send resume' via email to jeff@thelukeproject.org with a 1/2 page email or cover letter describing your passion, commitment to serve and any questions you may have concerning this opportunity.
2. Complete the online application process. <https://thelukeprojectregistration.com/employment/>
3. A staff member from LukeSports will contact you via email to schedule a phone interview.
4. Interview with at least two members of the LukeSports team.
5. Background Check if over 18.
6. Secure a work permit from school as required.
7. Continued Interview Process and determination of the level of commitment to an entire season of service and agreement with the mission of The Luke Project, Inc. – Atlanta.
8. Some candidates will take the RightPath Evaluation and Leadership Drive Profile as required.
9. Notification of decision to hire and review and discussion of The Luke Project's Letter of Hire
10. Training via cell phone to use Clock Spot. This is our automated clock-in / clock-out system and we will train you in 15-minutes how to use this tool.
11. Some may attend a one all day Red Cross Certification Training session in basic first aid and child/adult CPR on a Saturday as required. Note: You will be paid for your time at training.

"For nothing is impossible with God." Luke 1:37