

## Operations Coordinator – Xcel Sports

---

**Team:** Xcel Sports Team

**Supervisor:** Director – Xcel Sports

**Status:** Full-Time (40 hours per week); Non-exempt.

### Position Summary:

The Xcel Sports Operations Coordinator supports the daily operations of the ministry, assists the Xcel Sports staff, and volunteers, and helps provide excellent and professional experience for all Xcel Sports users. This role ensures smooth administrative processes, high-quality communication, and effective coordination across programs, facilities, and church ministries.

### Position Responsibilities:

- Manage communication between XCEL, Key Volunteers, and users of XCEL
- Maintains regular communication with volunteers to build strong relationships and provide ongoing development and support in their roles.
- Oversee Key Volunteers and point staff person for Volunteer Event Coordinators during XCEL Events
- Point person for RecDesk software
- Handles communication, scheduling, registrations, applications, contracts, scheduling, weekly money deposits and billing for any programs, classes, leagues, special events, or facility rentals
- Liaison between XCEL Sports and all other AC ministries
- Helps facilitate the hiring, training, and supervising of Front Desk Associates and Key volunteers
- Collects data and handles reporting for XCEL's strategic plan as determined by the XCEL Sports Director
- Willingness to care for and encourage participants, volunteers, and staff.

### Position Requirements:

- Must have an active and growing relationship with Jesus Christ with a passion to see people reached for Christ through sports ministry
- Positive attitude, friendly and outgoing with a servant's heart
- Able to multi-task quickly and effectively
- Resourceful and creative
- Excellent organizational skills with appreciation for details
- Proficiency in computer software - Word, Excel, etc.
- Ability to learn new church software system
- Excellent oral and written communication skills



## STRATEGIC FRAMEWORK

**Vision/Purpose:** Connecting the world with God and one another.

### MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

### MINISTRY PHILOSOPHY

<b>Simple Purpose, Simple Church</b>	Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.
<b>Strategic and Effective</b>	We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completion of the Great Commission.
<b>Felt Needs First, Prescribed Needs Second</b>	We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.
<b>Come and See – Go and Be</b>	We will partner with the congregation in doing Kingdom work. The staff's role will be to provide a clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service, and world missions.
<b>Healthy Relationships</b>	We work together as a team. We keep short accounts, will not let conflict simmer, and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom-building.
<b>Servant Leadership</b>	We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.
<b>Stronger Together</b>	We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.
<b>Complementarian</b>	Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.
<b>Healthy Leadership</b>	We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.



<b>Equip Future Leaders</b>	We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.
-----------------------------	---