



## Job Description

**Position Title:** Armor Sports Facilities Support  
**Reports to** Director of Facilities  
**Revised:** April 23, 2024

**Department:** Facilities  
**Status:** Full-Time; Hourly, Non-Exempt  
**Campus:** Dover

### Primary Purpose

The Armor Sports Facilities Support team member seeks to see lives changed and ultimately lead people to follow Jesus Christ by working as part of the facilities team, with a strong emphasis on sports ministry, to ensure Armor Sports Complex grounds, courts (outside and inside), sports and maintenance equipment are maintained, safe, and present NewPointe in a positive light to our surrounding community.

### Key Result Areas

- Armor Sports Complex – Ensure parking lots, sidewalks, walking path, pavilion common areas, pavilion kitchen and bathrooms, storage building, courts, playland, and all exterior items (such as benches, tables, and other sports areas) are properly maintained, clean, and in safe working order
- Armor Sports Complex – Ensure the landscaping is well maintained and the grass is mowed
- Armor Sports Complex – Maintain our inventory of tools, equipment, and resources
- Maintain outside equipment and vehicles to ensure safety and performance
- Perform facility “shutdown” if on the late or weekend shift
- Assist in upkeep or lining of sports fields
- Lead the setup and teardown operations of the indoor and outdoor facilities where an Armor Sports program, event, or initiative is involved – chair team included
- Supplement/help the Dover campus Facilities Support Team when it doesn't interfere with the Armor Sports schedule – including janitorial type work
- Recruit volunteers
- Regularly meet with the Director of Sports Ministry
- Other duties as assigned

### Position Requirements

Supervisory:

- Lead volunteers

### Knowledge/Skills/Abilities

- Ability to communicate clearly and concisely
- Attention to details/follow-through
- Able to safely operate the following equipment: lawn tractors, mowers, weed eater, skid steer, one-ton dump truck, pressure washer, electric hedge clippers, scissor lift, snowplow, and salt spreader
- Able to ask questions for understanding and advancement of ideas/concepts
- Maintain confidentiality

- Coachable and takes direction well
- Able to work independently, as well as with a team
- Basic familiarity with MS Word, Excel, and Outlook
- Able to work on multiple projects at once
- Able to work with other NewPointe departments to help execute projects
- Must be willing to work evenings and weekends
- Must be willing to learn Limble CMMS software

**Qualifications**

Education: High School Diploma or equivalent

Experience: Minimum 2-year's work or volunteer experience in a maintenance or landscaping field

**Physical Activities/Requirements (with or without accommodation)**

- Ability to move throughout the facility and grounds
- Must be able to work standing up for 8 hours per day
- Must be able to work on a ladder up to 12 feet high
- Be able to lift 50 pounds

**Personal and Spiritual Requirements**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including ...
  - Tithe within 3 months of hire – giving 10% of your income to the ministry of NewPointe
  - Participate in small group accountability

**Standard Work Schedule**

- Monday - Friday 40-45 hours in this work week
- During sports ministry seasons, Tuesday-Saturday, 40-45 hours in this work week. Flexibility of schedule is expected to include some evenings and up to 4 hours on a Sunday.

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God’s help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value, reaching lost people.

**ACKNOWLEDGMENT**

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
NewPointe Signature

\_\_\_\_\_  
Date