



FCA JOB DESCRIPTION

Program Director of Clubs

CREATED
01/14/2025
UPDATED
6/15/2026

REPORTS TO

Directors including Clubs, Area, Metro, Multi, and State

SUPERVISES

Administrative Assistants and Coaches

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Program Director of Clubs is responsible for assisting the development and management of sport programs, ensuring the effective operation of FCA Sports processes, systems, and resources across Clubs. This role requires a dynamic leader who can seamlessly integrate sports management with ministry, fostering a Christ-centered Club that promotes both athletic excellence and spiritual growth.

Key responsibilities include managing club operations, establishing logistics, securing facilities, and assisting relationships with governing bodies, Clubs, and tournaments. The Program Director of Clubs is also responsible for developing outreach strategies, expanding program offerings, and cultivating strategic partnerships to grow the number of participants.

MINISTERIAL DUTIES

These responsibilities are critical to the FCA mission, and this position plays a vital role in our ministry. FCA expects all functions and responsibilities outlined below to be carried out with a heart surrendered to serving God as a form of worship.

- Agree with, and abide by, FCA's Christian Community Statement.
- Follow a spiritual rhythm including daily prayer and Bible study to seek the Lord's will for FCA.
- Lead, conduct and provide spiritual leadership for staff, volunteers, coaches and athletes through prayer, Bible study, worship and living by example so they are equipped to serve others.
- Connect to and participate in a local church through worship and weekly involvement.
- Conduct yourself in a manner that affirms biblical standards of conduct in accordance with FCA's Christian beliefs (see FCA's Christian Community Statement) at all times.

ROLE RESPONSIBILITIES

1. Assist Club Administration:

- Fulfill all FCA administration requirements for registration, certification, coaches qualification, financial stewardship and training.
 - Register Clubs in VIP
 - Ensure comprehensive training and implementation of the Club Management System (Sports Connect).
 - Assist Coach and Volunteer Onboarding using VIP.
 - Manage financial operations related to the Clubs.
- Fulfill all external administration requirements with governing bodies, Clubs, tournaments, referee associations, and playing facilities.
 - Organize and manage games and tournaments, including entry and hosting.
- Coordinate the procurement and distribution of uniforms and equipment.
- Secure facilities for training and competition by coordinating contracts, leases, and new facility visions with the Support Center and appropriate FCA supervisors.
- Order uniforms and coaches gear through FCA Gear specialist.
- Ensure that all coaches and staff members stay current with all applicable governing bodies related to their

sport and certification/training required.

- Collaborate with facility contacts on usage protocols.
- Organize and manage evaluations, coach & referee training, practices, games, end of season tournaments, and end of season celebration events.

2. Assist Club Operations:

- Create calendars to include tryouts, training dates, competition dates, camps and other ministry opportunities.
- Actively train your coaches by modeling, assisting, watching, and launching them into their roles and setting up mentorship programs to build the bench of coaches through assistant coaching roles.
- Supervise try-outs, practices, and games to ensure both sport and ministry excellence.
- Focus on providing quality parent communication and ministry.
- Develop relationships with governing bodies and other Clubs in your area, engaging them with the Gospel through your work alongside them and your commitment to excellence and integrity when dealing with them.
- Provide resources/connections to help athletes further their playing/educational career.
- Market Clubs well/Recruit families and athletes.
- Address and resolve conflicts as needed.
- Collaborate with facility contacts on usage protocols.
- Develop and maintain relationships with key staff members of local churches for Clubs.
- Integrate local church involvement with Clubs to ensure continued ministry after the sports season ends.

MINISTRY ADVANCEMENT

- Ensure FCA is engaging, equipping, and empowering coaches, athletes, and volunteers through 1-on-1s, Huddles and events.
- Integrate ministry within sports, focusing on spiritual growth alongside athletic excellence.
- Leadership and oversight of E3 discipleship programs and building a community around the sport.
- Build a community of coaches committed to growing, sharing, celebrating, and gathering around the sport they love. Acts 2:42-47
- Implement the comprehensive FCA Sports E3 Strategy for coaches, athletes, and parents within the Clubs.
- Lead and oversee the discipleship and development opportunities for your coaches, athletes, and families.
- Build a community of coaches committed to growing, sharing, celebrating, and gathering around the sport they love. Acts 2:42-47

TALENT ADVANCEMENT

- Ensure the recruiting, training, and developing of volunteers is strategically aligned with the goal of growing the ministry in the Club.
- Build your bench through developing others who can move into your role and other key leadership roles as needs arise.

DONOR ADVANCEMENT

- Connect, communicate, and care for existing and prospective financial partners to get fully funded.
- Manage and steward the finances for the assigned area of responsibility.
- Establish and execute an annual budget and funding plan by growing the Home Team, major donors, and events
- Initiate opportunities for players and families to raise funds for the ministry.
- Minister to donors and board members through consistent connection, communication and care.
- Engage with donors, forming advisory teams, and leading fundraising efforts.
- Initiate opportunities for players and families to raise funds for the ministry.

COMPETENCIES

This document, meaning that either the employee or FCA can discontinue employment at any time, with or without notice and with or without cause. The position description does not create a contract (express or implied) or enforceable promise or representation. FCA can modify this position description at any time. Additionally, it is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.

- Strong leadership and management skills.
- Excellent communication and conflict resolution skills.
- Ability to work collaboratively with various stakeholders, including parents, volunteers, coaches, and church staff.
- Background in the sports that they will lead preferred.
- Strong organizational and logistical skills.
- Ability to inspire and lead a team.
- Proficiency in relevant software (Sports Connect, VIP).

Personal Attributes

- Commitment to the vision, mission and values of FCA.
- A heart for ministry and a passion for using sports to share the love of Jesus.
- Integrity, humility, and a servant's heart.

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