



# FCA JOB DESCRIPTION

## Director of Clubs

CREATED  
08/05/2024  
UPDATED  
3/12/2026

### REPORTS TO

RVP, Director (Multi-Area, Metro, Director)

### SUPERVISES

Program Directors of Leagues, Director of Leagues, Representatives, Ambassadors, Associates, and Administrative Assistants

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Director of Clubs is responsible for overseeing and ensuring the effective operation of Club processes, systems, and resources. This role requires a leader who can manage Club operations, establish logistics, secure facilities, and foster a Christ-centered environment that promotes spiritual growth alongside athletic excellence. Additionally, this role is pivotal in growing the number of Clubs and participants by developing outreach strategies, enhancing program offerings, and fostering relationships within the community. It plays a crucial role in not only developing athletes' skills but also in nurturing their spiritual growth and fostering a community grounded in Christian values. This position requires a dynamic leader who can seamlessly blend sports management with ministry, ensuring a holistic and impactful experience for all 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

- **Oversee Club Operations**
  - Create a Club calendar to include evaluations, practice dates, game 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/ assessments, practices, and games to ensure both sport and ministry excellence.
  - Focus on providing quality parent communication and ministry.
  - Market your Club 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.
  - Integrate local church involvement to ensure continued ministry after the sports season ends.
- **Oversee Club Administration**
  - Fulfill all FCA administration requirements for registration, coaches onboarding, financial stewardship and training.
    - Register Clubs in VIP

- Ensure comprehensive training and implementation of the Club Management System (Sports Connect).
    - Oversee Coach and Volunteer Onboarding using VIP.
    - Manage financial operations related to the Club.
  - Organize and manage evaluations, coach & referee training, practices, games, end of season tournaments, and end of season celebration events.
  - 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.
- Work collaboratively with the Advancement Lanes in the below ways:
  - Talent Advancement
    - Recruit, Qualify, Train, & Develop coaches.
    - Expand your Club team by recruiting others needed for administration, marketing, coaches training, parent ministry, and more.
    - Train and develop yourself, your staff and coaches in discipleship and sport through FCA resources and external conferences and materials.
    - Build your bench through developing others who can move into your role and other key Club leadership roles as needs arise.
  - Ministry Advancement
    - Foster an environment and culture that models serving others as Jesus did.
    - Build a community of coaches committed to growing, sharing, celebrating, and gathering around the sport they love. *Acts 2:42-47*
    - Implement the comprehensive E3 Strategy for coaches, athletes, and parents within the Club.
    - Lead discipleship and development opportunities for your coaches, athletes, and families.
  - Donor & Board 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.
    - Regularly invite prospective donors to support the Club financially. (Philippians 4:17)
    - Build a Club leadership board that includes men and women who are willing to help carry the load of leading a club. (Prayer, Sponsorship & Donor outreach, Conflict Resolution, marketing, etc....)
    - Initiate opportunities for players and families to raise funds for the Club and ministry.
    - Minister to donors and board members through consistent connection, communication and care.

## COMPETENCIES

- 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.
- Commitment to the mission and values of FCA.
- Proficiency in relevant software (Sports Connect, VIP).

## Personal Attributes

This position is at-will employment, 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.

- A heart for ministry and a passion for using sports to share the love of Jesus.
- Strong organizational and logistical skills.
- Ability to inspire and lead a team.
- Integrity, humility, and a servant's heart.

This position is at-will employment, 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.