First Methodist Church
1115 S. Boulder Ave.
Tulsa, Oklahoma 74119
Phone: 918.592.3862
Web: tulsafmc.org

Assistant Director of the Youth & Family Complex

Position Description

Overview

The Youth and Family Complex at First Methodist Church of Tulsa seeks an innovative, creative, outgoing person with a passion for sports ministry for the Assistant Director position. First Methodist's mission is to help people become grounded in the Word, alive in the Spirit, and sent on Mission. We desire to see our city and our world transformed by followers of Jesus Christ through the power of the Holy Spirit.

Qualifications

- Faith in Jesus Christ and a willingness to bear witness to His saving grace in every aspect of life and work
- A degree is strongly preferred
- Experience in sports ministry
- Ability to perform necessary job functions
- Good communication and customer service skills
- Ability to lead

Specific Responsibilities

Programming:

- **Sports Outreach & Community Partnerships:** Expand the Youth & Family Complex's presence and impact through sports outreach, mission initiatives, partnerships with local schools and community organizations, and community tournaments and activities. Build relationships that connect more families to the facility and create pathways for ongoing engagement.
- **Facility Growth & Program Development:** Identify and pursue opportunities to grow participation, strengthen existing programs, introduce new sports and family-centered activities, and maximize use of the Youth & Family Complex. Contribute to an environment where programs, partnerships, and outreach work together to increase the facility's long-term impact in the community.
- **Youth & Adult Leagues:** Lead and expand sports programming that advances the Youth & Family Complex mission, including Upward Basketball for K–7th grade, MACBA youth and adult basketball, and open-league men's basketball.

Identify opportunities to grow participation, strengthen community engagement, and develop new leagues that meet the needs of local families.

- **Sports Camps, Clinics & Tournaments:** Develop, coordinate, and grow high-quality sports camps, clinics, and tournaments—including summer camps and basketball, pickleball, and volleyball programming—that create meaningful opportunities for youth and families while increasing facility utilization and community reach.
- **Staff & Volunteer Development:** Assist with the recruitment, training, scheduling, and development of part-time staff and volunteers who support sports programming and outreach. Help cultivate a team that reflects the mission and values of the Youth & Family Complex and delivers a welcoming, safe, and positive experience for every participant.

YFC Staff:

- In the absence of the Director, exercise full authority in making decisions as to the implementation of policy and in staff supervision
- Lead and supervise staff and volunteers
- Creative in developing new ministry opportunities
- Assist in recruitment and training of staff and volunteers
- Maintain equipment inventory and operational budget items
- Willingness to be a servant leader and help fill in as needed in all areas of the YFC operations
- Stay educated and informed in the field of sports ministry and help guide the vision and direction of the YFC

General Church Staff:

- Serve as part of the program ministries team and develop a teamwork relationship with the youth and children's ministry departments
- Act as a minister to the families and individuals who interact with the YFC & FMC
- Build relationships with FMC staff and members
- Work with the support staff in a respectful manner

Accountability and Supervision

This position reports to the Director of the Youth & Family Complex with accountability to the Chief Operating Officer. All church staff members are accountable to the Lead Pastor, the Staff Parish Relations Committee, and the Church Council of First Methodist Church of Tulsa.

About First Methodist Church

First Methodist Church of Tulsa was founded in 1886. Its current sanctuary was completed in 1928. As a church in the Wesleyan tradition, First Methodist is committed to life grounded in the word of God and alive in the Holy Spirit. The church's vision is to see our city and our world transformed by followers of Jesus Christ who exhibit grace, show love, and go when God calls. The church understands its mission is to help people become fully committed followers of Jesus Christ. The congregation cares deeply about the study of the Bible, worship that is open to the person and power of the Holy Spirit, and missions and outreach, both local and global, to fulfill the Great Commission.

To apply, send a resume and cover letter to Larry Wright, COO at larrywright@tulsafmc.org.

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Rev. 8/26