



**Director of Parish Life Center
Saint John's Episcopal Church
Memphis, TN**

Job Summary:

Saint John's is seeking a part-time Director of the Parish Life Center (PLC) to create and develop opportunities for ministry within the parish and surrounding community. The mission of the PLC is to provide a safe and welcoming space for parishioners of Saint John's and the Memphis community to care for the spiritual and physical well-being of ourselves and our neighbor. The PLC achieves this mission by promoting and providing a clean and well-maintained facility for fitness, recreation, wellness, community events, outreach, fellowship, and Christian formation.

The Director will build and strengthen the relationship between the parish and the PLC; provide strategic direction to help the facility grow and profit; work closely with Family Formation, Outreach and PLC Committees to establish and schedule enrichment programs and events; evaluate their effectiveness and identify future relationships. The Director oversees and manages the facility usage, front desk staff, staff, budget, and event calendar.

Saint John's is an Equal Opportunity Employer. Saint John's offers opportunities for employment based on merit, without regard to gender, race, marital status, color, age, sexual orientation, national origin, disability or other attributes that are not job- or performance-related.

Job Duties and Responsibilities:

- Develop and implement fitness and recreation programs, including but not limited to sports leagues youth and adults, workout facilities, group fitness classes, wellness workshops
- Establish and maintain parish and neighborhood engagement with community enrichment, after school enrichment and adult enrichment activities and programs
- Work with Outreach Committee to identify neighborhood outreach opportunities to be held in the PLC
- Establish partnerships with other organizations for the purpose of hosting community wide events
- Coordinate and schedule children, youth and parish wide events and programs with Director of Family Formation
- Oversee, coordinate and schedule the logistics of all activities held in the PLC and Athletic Field
- Promote and market PLC to the parish and community
- Generate revenue through building rental for events, meetings, programs, fitness classes, personal trainers and membership fees
- Recruit, hire, train and manage PLC staff
- Manage daily operations of PLC
- Responsible for security and alarms for PLC
- Coordinate the cleaning, buying of supplies and general maintenance of PLC and Athletic Field with the Head Sexton
- Maintain all fitness equipment
- Develop and adhere to budget
- Prepare program reports with facility usage, revenue generated and participant numbers
- Attend weekly staff meetings

Job Requirements and Qualifications:

Bachelor's degree preferred in Physical Education, Recreation, Health and Fitness, Education Major or closely related area

Experience in running recreation programs preferred

Experience with events coordination and planning preferred

Previous teaching experience encouraged

Strong interpersonal skills

Team and management skills

Organizational skills

Proficient with Microsoft Office

Please send cover letter and resume to:

Antoinette Cheney, Parish Administrator
Saint John's Episcopal Church
3245 Central Avenue
Memphis, TN 38111

Or

Antoinette@stjohnsmemphis.org