



POSITION DESCRIPTION

Job Title:	Area Representative
Reports To:	Area Director / State Director
Supervises:	Interns / SALTS
Job Purpose:	The Area Representative is responsible for providing spiritual leadership, direction, training, resources and support to coaches, athletes and volunteers to achieve the mission of FCA.
Position Profile	
<p>The Area Representative evangelizes, trains, equips and encourages coaches of sport on the campuses and throughout the communities of an agreed upon geographic area. The Area Representative also ensures the effectiveness of the ministry through the development of volunteer leaders. In addition, the Area Representative works with the volunteers to secure the financial resources to support the ministry. The Area Representative models the FCA values of Integrity, Serving, Teamwork and Excellence in dealing with staff, volunteers, athletes and coaches.</p>	
Job Description and Activities	
<p><u>Expectations</u></p> <ul style="list-style-type: none"> • Be the Spiritual Leader <ul style="list-style-type: none"> ○ Spend daily time in prayer and in the Word ○ Maintain accountability through relationships ○ Pursue integrity, serving, teamwork and excellence – privately and publicly ○ Seek worship and weekly involvement in a local church ○ Daily share Christ through word and life ○ Seek the Lord’s will for the ministry of FCA ○ Utilize reading and outside courses to increase leadership capacity ○ Seek feedback from supervisor and other FCA staff to improve ministry effectiveness • Implement the 4 C’s – Develop Strategies in the Area to Conduct and Grow Effective FCA Ministry in the 4 C’s (Coaches, Campus, Camps and Community), Primarily “to and through the coach”. <ul style="list-style-type: none"> ○ Coaches Ministry <ul style="list-style-type: none"> – Pray for coaches in the area – Connect with coaches and provide opportunities to join coaches huddles – Identify coaches to minister to on the professional, personal, and spiritual levels – Facilitate coaches huddles and train up facilitators – Encourage coaches to attend FCA camps or retreats – Provide coaches with resources, books, tracts, etc. – Develop a plan to maintain regular contact with coaches ○ Camps <ul style="list-style-type: none"> – Promote camps to coaches and athletes and develop plan to get them to camps – Develop plan for raising funds to scholarship athletes and coaches to camps – Encourage FCA staff working camps to involve athletes and coaches from the area as huddle leaders and clinicians – Help direct or serve at statewide/regional FCA camps as assigned by supervisor 	



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Campus Ministry

- Pray for coaches, athletes and leaders on the campuses
- Train and equip coaches and athletes to lead huddles
- Ensure that the huddle reflects the diversity represented in the body of Christ
- Provide opportunity for coaches and athletes to be involved in retreats/camps
- Oversee ministry opportunities that may include, but not limited to, relationship building, leadership team, campus and team huddles, team ministries, coaches huddles
- Seek to have a spirit of unity with other ministries and campus

○ **Community Ministry**

- Seek off-campus opportunities to reach coaches and athletes through travel, club and recreational sport environment
- Carry out focused ministry with the same methods as campus ministry (above), plus facilitate the opportunities for FCA community sport teams/leagues
- Develop ministry opportunities with parents of community sport athletes
- Establish tournament camps for community sport teams and athletes
- Develop strong church partnerships, especially in connecting, training and commissioning coaches

● **Fund the Ministry**

- Be the primary fundraiser in the area
- Implement Home Team plan (where applicable) focused on Automatic Monthly Partners (AMP) with training
- Develop and execute major donor program for the area
- Ensure donor ministry events are done with excellence
- Identify key couples for the President's Weekend and donors for regional donor experiences
- Plan and organize donor ministry opportunities with the Area/State Director

● **Organize a Leadership Board (if applicable)**

- Recruit, train and empower area Leadership Board
- Encourage board structure: terms, objectives and plans for area Leadership Boards
- Ensure Leadership Boards and the Chairman are trained and equipped

● **Create Synergy Between the Area, Region and NSC**

- Participate in regularly scheduled conference calls with the Area Director/State Director and other Area Reps in the area
- Cultivate an environment where volunteers/board, Area/State Directors and NSC reflect "one mission, one message and one team"
- See that all reports requested by NSC and field are delivered in a timely manner

● **Provide Training and Administration for the Area**

- Train and equip administrative staff, volunteers, board members and coaches to lead in their ministry roles
- Ensure all volunteers and coaches comply with FCA policies, guidelines and procedures

● **Lead the Area in Pursuing International Opportunities**

- Understand FCA's 5 International Strategies
- Determine with the Regional International Coordinator how to best engage the area through the



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Pray/Give/Go focus

- **Grow Diversity of Staff and Volunteers in the Area**
 - Develop at least one significant relationship with a minority leader not on staff
 - Promote diversity on Leadership Board

Qualifications:

Vision and Mission – can develop and communicate a vision for the ministry staff, volunteers, donors and board members. Guides and motivates others to support the FCA vision and mission

Values – Represents the FCA Core Values of Integrity, Serving, Teamwork and Excellence

Communication Skills – Can effectively communicate thoughts, ideas and feelings verbally and in writing. Can speak publically in a manner that inspires and motivates others to take action. Expresses self in clear, concise and understandable manner

Leadership – Builds an effective team and leads and empowers staff and volunteers to achieve the mission and goals of FCA

Coaching and Developing Volunteers – Holds volunteers accountable for performance and can analyze performance issues. Coaches and develops volunteers to impact performance

Problem Solving and Decision Making – Analyzes problems, generates alternatives, implements solutions and follows up

Result Orientation – Can organize people, resources and tasks to accomplish goals

- Must have the maturity to set the spiritual tone for the area
- Must exhibit capacity/potential for leading teams of volunteers – **Teamwork**
- Must exhibit capacity for understanding and implementing a servant leader's style of leadership – **Serving**
- Must exhibit capacity/potential for program implementation (4 C's), project management, fund raising and administration – **Excellence**
- Must have demonstrated an authentic Christian lifestyle – **Integrity**
- Agreement with FCA's Statement of Faith
- A clear understanding of the ministry of FCA (i.e. Vision, Mission, Values, Ministries, Ministry Distinctives and Fundamentals).

FCA employees shall be expected to model FCA's Christian beliefs for the larger community, perform all of their duties as a service to God, and comply with the following obligations:

- **Beliefs:** Each FCA employee shall affirm his or her agreement with FCA's Statement of Faith and shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.
- **Christian Conduct Standards:** FCA employees shall at all times (both during working and non-working hours) endeavor to conduct themselves in a manner that affirms biblical standards of conduct in accordance with FCA's Christian beliefs. Such conduct standards include FCA's Youth Protection Policy and Sexual Purity Statement.



FELLOWSHIP OF
CHRISTIAN
ATHLETES

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- ***Distinctly Christian Activities:*** FCA employees shall be ready, willing, and able to lead or contribute to distinctly Christian activities such as worship and prayer services.

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.

Also, FCA can modify this Position Description at any time. The Position Description does not create a contract (express or implied) or enforceable promise or representation.

Qualified Candidates should contact:

(xxx) xxx-xxxx or email to: @fca.org