



POSITION PROFILE

3917 WASHINGTON ROAD, MARTINEZ, GA 30907 | 706.869.1774 | MYABILENE.ORG

PRINCIPLE FUNCTION

The CLC Assistant assists the Facilities Director by providing support to Abilene members and their guests of the Abilene Christian Life Center.

ESSENTIAL FUNCTION

The essential function of this position is duties relating to assisting members and maintaining exercise equipment. Specific responsibilities include greeting and signing in members and ensuring that facilities are clean and prepared for use.

REPORTS TO

Facilities Director

POSITION TYPE

Part-time, Non-exempt

POSITION TITLE

Christian Life Center (CLC) Assistant

Responsibilities

1. Provides the highest level of customer service to the members of Abilene Baptist Church and their guests daily.
2. Remains knowledgeable of activities and events in the Abilene Christian Life Center (CLC).
3. Maintains ongoing communication with the Facilities Director.
4. Helps maintain the cleanliness of the CLC, including but not limited to the gym, cardio and weight rooms, and walking track.
5. Ensures all incidents are appropriately reported and notifies the Facilities Director of any problematic situations.

Education and Experience

1. High School Diploma
2. Prefer knowledge of recreation
3. CPR and First Aid Certification (will provide training)
4. Must be at least 21 years old

OVERVIEW

The mission of Abilene Baptist Church is to bring those who are lost into a personal relationship with the Lord Jesus and then build them into fully mature, reproducing followers of Christ.

The purpose of the Christian Life Center is to provide opportunities for members and their invited guests to participate in character-building activities conducted in a Christian setting with Spirit-filled leadership. All programs, events, and leadership will focus on leading the lost to Christ, challenging believers to a closer communion with Him, and promoting fellowship within the local body of believers.

To apply for this position, submit a résumé to Gayle Hooper, Support Services Director, at ghooper@myabilene.org.