

**Kingswood University
Sussex, New Brunswick**

JOB DESCRIPTION

Position Title: Director of Athletics

Classification: Full-time (40 hours per week), 12 months

Responsible To: Vice President for Campus Life

Purpose: To provide visionary leadership for Kingswood's athletic programs to advance the mission of forming Christ-like servant leaders.

The Director of Athletics provides visionary leadership for the Kingwood University's athletic programs while advancing the institution's mission of forming Christ-like servant leaders. This position is responsible for the strategic development, administration, and coaching of selected varsity and club sports, the supervision of athletic personnel, and the recruitment of prospective students whose educational and spiritual goals align with the University's mission. The Director serves as an ambassador for Kingswood University, using athletics as a platform to promote student development, community engagement, and enrollment growth.

Key Responsibilities:

A. Athletic Leadership & Program Oversight

- Provide strategic leadership for the athletic program in alignment with the mission and values of Kingswood University.
- Develop goals, policies, and initiatives that support competitive excellence, student development, Christ-centered character, and the long-term sustainability of athletics.
- Oversee, support, and evaluate the soccer and esports programs and their coaches, promoting continued program improvement.
- Explore new athletic opportunities that align with institutional priorities, student interest, enrolment potential, and available resources.

B. Coaching & Program Development

- Develop, recruit, organize, and serve as Head Coach for the basketball program, building a competitive and sustainable flagship program.
- Develop, recruit, organize, and coach the cross country and ultimate frisbee programs.
- Complete feasibility assessments for potential programs, including student interest, recruitment potential, budget, league affiliation, staffing, and facility requirements.
- Contribute to the University's long-term vision for expanded athletic facilities, including a future gymnasium, by strengthening participation, visibility, and community support for athletics.

C. Student Recruitment & Enrolment

- Recruit prospective student-athletes for all athletic programs and contribute to the University's broader enrolment goals.
- Build relationships with high schools, Christian schools, homeschool communities, athletic clubs, coaches, churches, and community organizations.
- Represent Kingswood University at recruitment events, tournaments, competitions, open houses, and other promotional activities.
- Collaborate closely with the Enrolment Office to coordinate recruitment activity and provide prospective students with a positive and responsive experience.

D. Student Development

- Create a positive student-athlete experience that supports academic success, spiritual formation, leadership development, sportsmanship, personal growth, and competitive excellence.
- Mentor student-athletes in Christian discipleship, character, and servant leadership.

E. Administration & Collaboration

- Manage athletic scheduling, budgets, equipment, travel, and program planning responsibly.
- Ensure compliance with university policies, risk-management requirements, and applicable athletic association standards.
- Coordinate with University departments regarding facilities, marketing, recruitment, student services, and event planning.
- Faithfully attend chapel, staff meetings, and in-service events.
- Perform other related duties necessary to support the Campus Life department.

F. Elements Program

- Assist with the Elements program, under the supervision of the Praxis/Elements Program Director and VP for Academic Affairs.
- Help plan and accompany students on Elements outdoor activities such as hiking, kayaking, camping, etc.
- Provide oversight and supervision of the Elements Work-Study Program in collaboration with the Program Director.

Qualifications:

- A bachelor's degree is required; a master's degree is preferred.
- Coaching experience, preferably at the secondary, intercollegiate, or other high competitive level.
- Experience in athletic administration, leadership, program development, student recruitment, or enrolment management is preferred.
- Strong leadership, communication, organizational, interpersonal, and relationship-building skills.
- An understanding of and ability to communicate Christian values and beliefs to students.
- A strong commitment to the Wesleyan-Arminian theological perspective and to a Christ-centered approach to education for transformation.

Values:

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons.
- Integrity and moral excellence, with life above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritize students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information:

Kingswood University is owned by The Wesleyan Church of North America. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

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