



KELOWNA CHRISTIAN SCHOOL

ATHLETIC DIRECTOR JOB POSTING

Kelowna Christian School is a Preschool - 12 school of over 700 students. We are located in Kelowna, a beautiful tourism and service centre in the Central Okanagan. Our non-denominational Christian school is governed by a strategic Board, representing the Kelowna Christian School society membership. Our vision declares that we seek *to be a Christ-like community passionately transforming our world.* Our mission states that we exist *to educate, equip and inspire our school community to become disciples of Jesus who love and serve God and others.*

JOB DESCRIPTION

Middle & High School Athletic Director

Starting Date: August 2019

Kelowna Christian School is seeking a BC Certified teacher to fulfill the role of Athletic Director in our Middle and High School.

Key position responsibilities include:

- Oversees all aspects of the school's athletic programs and related budgets.
- Recruits coaches for school teams and provides support on administrative issues.
- Schedules games and practices throughout the school calendar and sports' seasons; maximizes capacity of the school's athletic facilities (i.e. gymnasium and sports field); resolves scheduling conflicts when they occur.
- Coordinates school tournaments and referees.
- Orders team uniforms and sports equipment.
- Ensures health and safety of participating athletes.
- Maintains the school's Athletic Handbook; ensures coaches and athletes understand and adhere to school policies and Code of Conduct guidelines.
- Proactively establishes a good rapport with students, parents, coaches, faculty & staff, and community.
- Promotes the athletics program to the school and greater community.

Successful candidates will have demonstrated:

- excellent planning, organization and leadership skills
- strong interpersonal, communication and collaborative skills
- effective problem-solving and time management skills

The Athletic Director should meet, at minimum, the following qualifications;

- A Bachelor of Education degree or equivalent.
- Five (5) years of successful teaching Physical Education or Leading an Athletic Program.
- High level coaching training and experience.

In addition, training/certification/experience in the following areas are recommended:

- Emergency First Aid
- BC School Sports Administration

Please see the school website (<http://www.kcschool.ca/about-kcs/careers>) for the full application form and details of the application process.

Electronic submission of application and supporting documentation should be sent to Mike Campbell, Head of School (mike.campbell@kcschool.ca).

Closing date for this position: Open until filled, however applications received prior to April 15, 2019 will receive priority consideration.