

## Position Summary

The Campus Life Director oversees the Activities and Co-Curricular Student Life programs that take place outside of the classroom. This position is responsible for overseeing the following:

- Athletics and Sports
- MS/HS Performing Arts in the co-curricular program
- School Sponsored Clubs- Student Leadership, Service Learning, STEM, and others
- Trips Program – International & National

Additionally, the Campus Life Director leads the team responsible for the co-curricular programs across all TKS divisions, including the ES co-curricular program and the Aquatics Program.

## Major Responsibilities

### Programs

- Work with the leadership team to continue to innovate and develop a strategic vision for athletics function
- Ensure a robust and balanced co-curriculum program. Schedule student activities and events and coordinate facility use with the appropriate KAUST departments as needed
- Create, update and publish calendars with all activities and events to students, teachers and parents
- Maintain records of scheduled events, coach/sponsor assignments, and student activities
- Publish and update co-curricular handbooks for students, sponsors and parents
- Actively seek competitive and collaborative opportunities for TKS students to engage with students from other schools locally, regionally, and internationally
- Plan, arrange, and manage logistics of travel for student trips related to activities and athletics
- Organize tournaments, games, and events that allow our students to highlight their skills
- Organize regular recognition events for students and parents to attend

### Safety, Risk Management and Compliance

- Ensure student safety is a priority in the management of all co-curricular programs
- Participate in Risk Management Strategy as related to Co-Curricular programming and oversight policies and procedures as appropriate
- Ensure the program adheres to defined standards and policies of membership organizations, including league and accreditation bodies
- Ensure that all athletic equipment, facilities, fields, and courts are safe for daily use.

### Budget and Facilities

- Coordinate and manage the budget and procurement for the department in coordination with the business office
- Book facilities and liaise with others on community programming as appropriate and according to TKS Facility use guidelines
- Collaborate with the Director of Operations to ensure that all sports and performing arts facilities are in good repair and ready for public performances and competitions
- Oversee annual athletics/activities budget to ensure equipment, travel, and stipends are managed appropriately

### Relationships and Presence

## KAUST Job Description



- Actively promote teacher engagement with athletics/activities program and seek sponsors/coaches for activities
- Inform, train, and evaluate sponsors/coaches in relation to their responsibilities
- Demonstrate a regular presence at activities hosted by the school
- Build parent and student volunteer support for student activities

### Other

- Perform other duties as assigned

### Competencies

- Ability to effectively manage others and organize large events
- Knowledge of the principles, practices, rules and procedures of athletic and non-athletic school programs
- Knowledge of the facilities, materials and equipment utilized in athletic and non-athletic programs, special events, and related events
- Knowledge of safety, security and child protection precautions for various Student Life events
- Relationship Management : ability to successfully work with coaches/sponsors, officials, students, parents and community