

Position Summary

The Campus Life Coordinator is responsible for the coordination of the Elementary school activities program. Also, provides support and guidance for Kindergarten Activities Program.

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

- After-school activities
- Recreational and Competitive Sports for Elementary School
- School Sponsored Clubs and Student Council
- Additional student activities, for example: morning fitness program, recess and lunchtime gym activities, etc.
- Support divisional events related to sport or co-curricular activities;
 - ES Science Fair
 - Sports Day

Major Responsibilities

Activities

- Ensure a robust and balanced co-curriculum program. Schedule student activities and events and coordinate facility use with the appropriate KAUST departments as needed
- Ensure student safety is a priority in the management of all co-curricular programs
- Support divisional calendar build, and ensure community inclusion and alignment
- Participate in Risk Management Strategy as related to Co-Curricular programming and oversight policies and procedures as appropriate
- Maintain records of scheduled events, coach/sponsor assignments, and student activities
- Ensure the program adheres to defined standards and policies of membership organizations, including league and accreditation bodies
- Coordinate budget planning and manage the budget and procurement for the department in coordination with the business office
- Book Facility and liaise with others on Community programming as appropriate and according to TKS Facility use guidelines

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

Qualifications

- Bachelor's degree with previous teaching experience and specialization in area appropriate to assignment
- Minimum of five years' experience in education
- Experience as Athletic/Activities Director or similar role preferred
- Previous experience of working in an international school preferred