

## JOB DESCRIPTION

**Position Title:** Head Men's and Women's Tennis Coach  
Full time, 10 months  
Anticipated hiring salary range: \$40,000-\$45,000

**Reports To:** Director of Athletics

### Description of Mission Impact:

**Houghton University** provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The mission of the Houghton University Athletics Department is to glorify God by educating and developing men and women leaders who compete with excellence, lead by character, and exemplify Jesus Christ in our world.

The Head Tennis Coach directs and coordinates the planning, organizing, and coaching of the men's and women's tennis teams. The head coach will provide leadership and instruction in a Christ-centered program that will challenge, encourage, and equip each student-athlete to not only compete at the highest level, but to also understand the bigger purpose behind the sport. Our goal is to grow leaders who are servant-oriented and who are driven to pursue excellence for the Glory of God. This is a 10-month full-time position with additional responsibilities to be determined based on the successful candidate's qualifications.

### Essential Duties:

- Provide leadership and instruction in the personal and athletic development of student athletes.
- Direct and coordinate the activities of the team staff to include the planning, organizing and coaching of the team; ensure compliance with university, conference and national policies and regulations.
- Counsel team members in academic, disciplinary and personal matters; consult with university administration and faculty for resolution of problems as required.
- Assign and supervise the team staff in the recruitment of new players
- Provide opportunities for spiritual growth and formation within the team.
- Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditures of budgeted funds.
- Study, evaluate and implement innovations in sport-specific strategy and equipment.
- Organize, plan, and direct camps or clinics on the campus of the university.
- Represent the Athletic Department in professional, civic, charity and alumni events.
- Perform other related duties incidental to the work described herein.
- Possible secondary duties could include, but are not limited to, game and event management, assisting sports information, and general athletic administration.

### Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

**Pace:** The pace of the job changes depending on the time of year. Must be able to balance multiple tasks at one time and delegate work to assistant coaches.

**Communication:** Ability to communicate clearly and effectively with student athletes, administrators, supervisors and other constituents.

**Collaboration:** Ability to solve problems and able to listen and collaborate with other staff members.

**Commitment:** Dedicated to your relationship with Christ which drives our mission, and committed to the Athletic Department in words, attitudes and conduct.

**Instruction:** Ability to teach technical and mental aspects of sport in ways that student athletes can understand and adopt.

**Flexible:** Open to change and ability to adjust and work in a changing environment.

**Inclusive:** Unbiased treatment and recognition of each student athlete as a unique individual.

**Inspire:** Know the mission of the program, believe in it and influence athletes to buy in.

**Competitive:** Ability to practice and teach healthy competition by utilizing the desire for success as a momentum to propel the team toward goals.

**Qualifications:**

- Earned Bachelor's degree (Master's degree preferred).
- Playing experience at the collegiate level and/or successful coaching experience at the high school or college level is strongly preferred.
- Strong working knowledge of the game with a demonstrated ability to recruit and develop athletes.
- Demonstrated commitment to athletics as a venue for the development of the whole person.
- Strong interpersonal skills, the ability to work effectively in a team setting, and a commitment to sports ministry.
- Possession of or ability to obtain valid New York State Driver's License.
- CPR certification

***Houghton University is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.***

**Application Procedure:** While applications will be accepted until a new head coach is selected, interested parties are encouraged to submit their materials May 3<sup>rd</sup>. Review of applications will begin immediately.

*Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.*

**Application Procedure:**

To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.