

## **JOB DESCRIPTION**

**Position Title:** Head Men's and Women's Tennis Coach  
10 months, Full time  
Anticipated hiring range \$38,000 - \$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 core mission of the Houghton University Athletics Department 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 is instrumental in driving this mission by 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, driven to pursue excellence for the Glory of God in order to compete with excellence, lead by character, and exemplify Jesus Christ in our world.

### **Critical Relationships:**

- Reports to the Director of Athletics
- Key Partners with:
  - Athletic department administration, training staff, and coaches
  - Admission Office
  - Academic Support and Accessibility Services
  - The Office of Vocation and Calling
  - Director of Camps and Conferences
  - Houghton University faculty
- Supervises assistant coaching staff

### **Essential Functions:**

- Provide leadership and instruction in the personal and athletic development of each student athlete.
- Direct and coordinate the activities of the coaching staff to include the planning, organizing and coaching of the team; ensure compliance with the College, Empire 8 Conference and NCAA policies and regulations.
- Counsel team members in academic, disciplinary and personal matters; consult with College administration and faculty for resolution of problems as required.
- Develop, execute and monitor ongoing strategies for recruiting future student athletes.
- Coordinate all recruiting efforts with the coaching staff.
- Provide opportunities for spiritual growth and formation, including such activities as team devotions, individual discipleship and mentoring, and planning of mission trips domestically and abroad.
- 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.
- Represent the Athletic Department in professional, civic, charity and alumni events.
- Perform other related duties incidental to the work described herein.
- Organize, plan, and direct a summer sport camp on the campus of the University.
- Other duties as assigned.

**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.

**Statement of Requirements:**

- Personal Christian faith that is reflected in one's professional and personal life.
- Education: Bachelor's Degree (Master's preferred)
- Experience:
  - Coaching (head and/or assistant) experience preferred
  - Collegiate playing experience preferred.
- Other:
  - Possession or ability to obtain a valid driver's license
  - First Aid/CPR certification preferred

*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.