

JOB PROFILE  
Sports Coordinator  
PART-TIME or FULL-TIME STAFF

Sports Coordinator

The University Sports Coordinator is responsible for organizing and managing the University's athletic and sports activities on a year-round basis. The Sports Coordinator is responsible for all team travel including transportation, meals, lodging, practice location and scheduling. The Sports coordinator is also responsible for preparing the annual budget with the Student Life Director. The Sports Coordinator reports directly to the Student Life Director.

Major duties and responsibilities

1. Plans, coordinates and directs a comprehensive sports program for students on a year-round basis.
2. Plans, coordinates and executes in house University sports tournaments and championships.
3. Tracks the organization of inter-university tournaments and oversees the participation of HU athletes and sports clubs in the championships.
4. Manages all team travel including transportation, meals, lodging, practice location and scheduling.
5. Assists the Student Life Director with administrative details that include but are not limited to athletic budgeting, equipment purchases, department policies and procedures.
6. Supervises and trains student assistants designated to assist in the sports clubs.
7. Coordinates the use of athletic fields or sports venues throughout Beirut for the trainings of Sports Club students.
8. Solicits, trains, and maintains an adequate staff of coaches.
9. Recruits athletes, supervises sports teams and provides athletic counseling.
10. Establishes, develops and maintains sound public relations with FSUL and represents HU at FSUL meetings.
11. Maintains a comprehensive and detailed up-to-date inventory of all equipment owned and used by the Sports Club.
12. Follows up on the treatment of all injured HU athletes.
13. Performs other related duties.
14. Undertakes any other duties assigned by his/her direct supervisor.

Required Qualification:

- ) Working knowledge of University activities' policies and procedures
- ) Experience in coordinating sports activities.
- ) Knowledge of methods and techniques of organizing and scheduling groups into teams.
- ) Some knowledge of first aid practices and techniques
- ) Organizational skills to adequately manage simultaneous activities and supervisory responsibilities
- ) Ability to communicate effectively, both verbally and in written form
- ) Basic skills in officiating sports activities
- ) Multitasking skills
- ) Stress and time management skills
- ) Very Flexible with time as the job is task oriented.
- ) A University degree is a plus.

Additional Skills:

- ) Honest and trustworthy
- ) Be respectful
- ) Possess cultural awareness and sensitivity
- ) Flexible
- ) Demonstrate sound work ethics

Compensation & benefits:

Commensurate with experience.

Application Deadline: June 3, 2019

Interested candidates should send their C.V.s to [staffapplications@haigazian.edu.lb](mailto:staffapplications@haigazian.edu.lb)