



PROVIDENCE

ATHLETICS PROGRAMS COORDINATOR

For over a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Director of Athletics, the Programs Coordinator is responsible for the operational and administrative functions of the Pilots Academy, summer sports camps, and Non-Varsity Programming. The successful candidate will manage the day-to-day administrative activities including short and long-term strategic planning, establishing, and tracking of budgets, hiring and evaluating camp staff, timely communication, and sufficient public awareness of the opportunities, events of the Pilots Academy and summer camp programs.

In addition, the Programs Coordinator will support the Director of Athletics in administrative tasks. All athletics staff may be required to participate in committees through the MCAC, CCAA and Providence.

SUMMARY OF DUTIES AND RESPONSIBILITIES

SPORTS CAMPS

- Organize and manage the Providence sports camps program. Working with the Director of Athletics and Operations Coordinator, execute Sport Camps operation from scheduling, financials, registration, trouble shooting, etc.
- Recruit, hire, supervise, and evaluate all Sports Camp staff. The hiring of camps staff should be completed by late spring.
- Engage in a strategic planning meeting with the Director of Athletics, where a plan is developed to guide Providence Sports Camps activities, strategies, budget, and goals throughout the fiscal year.
- Update, as necessary, all camp policies and procedure manuals as it relates to participants etc.
- Manage all web-forms for sports camps. Track registrations, payments and refunds.
- Administer the paying and tracking of all Camps-related invoices.
- Ensure the Providence Athletics sports camps website pages are regularly kept up to date with accurate information.

PILOTS ACADEMY

- Serve as the coordinator of the Pilots Academy, planning, organizing, and executing all related tasks for each season.



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- Manage all web-forms for the Pilots Academy. Track registrations, payments and refunds.
- Together with the Director of Athletics, develop short- and long-term strategic goals and plans for the Pilots Academy Program.
- Ensure the Providence Athletics Pilots Academy website pages are regularly kept up to date with accurate information.

NON-VARSITY SPORT

- Take the lead in working with the Athletics Rep. on the Student Council to coordinate and operate Intramurals and Non-Varsity Intercollegiate Sports.
- Organize and operate Non-Varsity Intercollegiate Sports tournaments between other schools such as CMU, and SBC, etc. Sports could include but not limited to: Beach Volleyball, Disc Golf, Broomball, Pickleball, Ultimate Frisbee and curling.
- Develop and operate campus fitness programming. This may consist of a running club, aerobics and fitness center workout groups.
- Manage the setup and upkeep of the Beach Volleyball court and Disc Golf course.

DEPARTMENT ADMINISTRATION

- Work with the Director of Athletics in the development of athletics.
- Serve as a backup support to the Operations Coordinator in the case that they are unable to manage a home event/game.
- Develop effective data distribution and collection methods for all Pilots Academy, Camps, and Non-Varsity policies, documents, and forms.
- Provide fob access to students and provide members with policies for facility use.
- Engage in monthly strategy and check-in meetings with the Director of Athletics to ensure timely and effective completion of administrative-related tasks.
- Work closely with the Director of Athletics in the planning and execution of all Conference and National Tournaments.
- Support the Director of Athletics in the planning and execution of the athletics banquet.
- Other duties as assigned.

PERSONAL COMMITMENT

- An active personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

SPECIALIZED SKILLS & KNOWLEDGE

- Demonstrated leadership and managerial skill;



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- Ability to write proposals, solicitations, correspondence, reports, and other materials internally and externally;
- Ability to communicate clearly and effectively with those within the larger Providence organization and with those external to Providence;
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate and timely reports;
- Ability to Prioritize tasks on a descending scale of critical importance

COMPETENCIES

- Confidentiality: Ability to handle confidential information, and navigate sensitive situations professionally;
- Integrity and honesty: Contributes to a team approach in all functions of the athletics department and Providence University College;
- Exceptional interpersonal skills: The ability to interact effectively with academic leadership, community coaches and volunteers in a wide range of roles;
- Strong ethical judgment: Demonstrated commitment to ethical management principles and practices;
- Supervisory/management: Strong ability to encourage, empower, and lead others in their work. Demonstrated ability to manage people and tasks.
- Strong Administrator: Ability to manage a budget and consider the relative costs; demonstrated capacity for both details and vision of a team;
- Innovative thinker/visionary: Ability to translate strategic thinking into action plans and output;
- Relationship management: Proven strengths in relationship management, experience working with people;
- Knowledge: High level of knowledge based on the vision and mission of the Athletics department and Institution;
- Initiative: A willingness to take on responsibilities and challenges;
- Communication: Excellent skills both oral and written and interpersonal communication; with a broad range of internal and external partners;
- Dependability: Reliable, responsible, and dependable at fulfilling obligations;
- Attention to detail: Attentive to detail and thorough in completing work tasks;
- Multi-task: Ability to work on multiple assignments with minimal supervision while achieving targets;

EDUCATION & QUALIFICATIONS

- Bachelor degree in a related field preferred;
- Experience in camp ministry preferred
- Experience in related post-secondary athletics an asset;
- Experience in creating systems and efficiencies within an administrative environment;
- Experience leading staff, identifying and resolving related challenges required;
- Proficient in MS Office 365;
- Working knowledge of various computer software products.

Job Description: Athletics Program Coordinator

Revision Date: March 2026



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WORK ARRANGEMENTS

- This is a full-time position that averages 37.5 hours per week annually. More hours are expected summer camps season.
- Work predominantly during regular business hours with ability to work evenings and weekends as required.
- In person, Otterburne campus.

APPLY

Submit a cover letter and resume by email to:

Joel Coursey, Director of Athletics
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: As soon as possible.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply. Applicants must be legally entitled to work in Canada for this position. Applications from women and members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at prov.ca.