Caroline Chisholm Catholic College

Position Description – Sports Assistant

CLASSIFICATION: **Education Support Officer**

REPORTS TO: **Principal via Sports Coordinator**

The Sports Assistant provides administrative, organisational and practical support to the College's sporting program. The position assists with the coordination and delivery of interschool sport, College sporting events, training sessions and other sporting activities.

Working under the direction of the Sports Coordinator, the Sports Assistant supports the organisation of sporting fixtures, student participation, equipment and facilities, and communication with staff and students.

Duties

Specifically, duties include:

Sporting Program Support

- Assist with the organisation and delivery of the College's interschool sporting program and other sporting activities.
- Assist with the preparation of sporting schedules team lists and participation records.
- Support the organisation of College sporting carnivals, competitions, and special sporting events.
- Assist with the coordination of student attendance and participation in sporting activities.
- Liaise with teaching staff, students and external sporting organisations as directed.
- Provide practical support to the Sports Coordinator in the day-to-day operation of the sporting program.

Administrative Support

- Assist with the preparation and distribution of sporting information, notices and communications.
- Maintain accurate student team lists, attendance records, results and sporting participation data.
- Assist with the administration of permission forms, medical information and other relevant documentation.
- Support the preparation of sporting reports, newsletters and College publications.
- Respond to general enquiries from students and staff regarding sporting activities.
- Undertake general administrative duties associated with the Sports Department.

Equipment and Facilities

- Assist with the preparation, distribution and collection of sporting equipment.
- Ensure sporting equipment is stored appropriately and kept in an organised and presentable condition.
- Assist with setting up and packing down sporting venues and facilities.
- Report damaged equipment, maintenance requirements and safety concerns to the Sports Coordinator.

- Assist with maintaining sporting inventories and equipment records.

General

- Assist in College events e.g. – College Opening Mass, Sacred Heart Day, College Athletics Day and College Annual Fundraiser
- Attend internal and external College sporting events
- Follow College procedures relating to student wellbeing, duty of care, emergency management and child safety.
- Report student injuries, incidents and wellbeing concerns to the appropriate staff member.
- Purchasing must be authorised by the Sports Coordinator
- Keep abreast of College software / data packages

Team Culture

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within time frames
- Organisational decisions implemented and reinforced in a positive way

These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

Other duties as directed by the Principal

Selection Criteria

- A commitment to Catholic Education
- Appropriate qualifications and/or experience
- Strong organisational and administrative skills, with the ability to manage competing tasks and meet deadlines.
- Effective communication and interpersonal skills when working with students, staff and external organisations.
- Highly developed oral and written communication and interpersonal skills.
- The ability to work collaboratively as part of a team and follow direction.
- Holds valid WWCC Registration
- First Aid and CPR Qualifications

Terms & Conditions

Terms and Conditions of employment are as per the Victoria Catholic Education Multi Enterprise Agreement 2022 (VCEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

Caroline Chisholm Catholic College is a Child Safe School