



Caroline Chisholm Catholic College

Position Description – Sports Coordinator

CLASSIFICATION:**Education Support Officer****REPORTS TO:****Principal via Deputy Principal (Operations)**

The Sports Coordinator is responsible to the Deputy Principal (Operations) via the Director of Sports. The position is responsible for providing operational day to day and logistic running of the College SACCS and intra sports programme.

Duties

Specifically, duties include:

Organisational

- Work in cooperation with relevant staff, regarding the development and organisation of co-curricular programmes for students through House, Learner Mentor or Year Level sporting activities
- Deliver the SACCSS Sports Programme
- Assist and support the School Athletics, Cross Country and Swimming Carnivals
- Recruit and provide support to staff members to be involved in inter and intra-College sporting activities, including team managers, coaches and umpires
- Develop an annual SACCSS sporting calendar in conjunction with the Director of Sport
- Assist in student sporting award procedures
- Contribute to transition activities such as student assemblies and parent information nights
- Oversee the running of the House Sport program

Administrative and Planning Duties:

- Organise and coordinate of Intraschool sport and representative programmes in a timely fashion
- Attend to variations as they arise with staff, student or official absences
- Tracking student participation rates across gender, year levels, and diversity
- Reporting to the Director of Sport on student engagement and program outcomes
- Ensure student safety and wellbeing is prioritised in all sporting activities, with compliance to College risk assessment and Child Safe practices.
- Liaise with Maintenance team to ensure safe use of venues and equipment

Communication

- Efficient and effective, professional communication with:
 - College Community
 - Other schools
 - Venues
 - Transport providers
 - Officials
 - SACCSS administration
- Collect reports and images from sporting commitments for use in College publications
- Generate publicity for sports activities, including regular contribution to the College Newsletter, Compass and Sports Noticeboards

General Stock Management

- Ordering of stock in consultation with the Director of Sport.
 - To place, receive and manage orders for recurrent stock the area
 - Updating and maintain online, local and specialist supplier relationships and accounts to deal with demands of this area
- Management of stock:
 - Stock management including location and label usage
- Manage ordering within current budget requirements and prepare budget submissions

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
- Purchasing must be authorised by the Director of Sport
- 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
- Capacity to engage students, understanding of adolescent development, and ability to manage competing priorities
- The ability to work under pressure with accuracy
- Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check
- 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
