



Mount St Benedict College

Role Description

Job Title:	Co-Curricular Sports Administration Officer
Reporting to:	College Principal
Direct Reports:	None
Classification/Salary:	Level 6, School Support Staff Salary Scale (Clerical Stream)
Hours:	38 hours per fortnight with an expectation of involvement in “out of hours” activities/sports

The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.

Purpose of the position

The role of the Co-Curricular Sports Administration Officer is to organise, facilitate and supervise co-curricular sports teams and competitions and College Inter-House Swimming and Athletics Carnivals.

Responsibilities & duties

1. Organisation:
 - Organise and market the range of sports options for students.
 - Prepare registration documents and set fees for each team.
 - Liaise with the Finance department regarding the collection of fees.
 - Set up and manage the allocation of players into teams, including grading where required.
 - Plan, set up and manage the logistics required for sporting events by:
 - Selecting and appointing coaches and other team officials for various team sports, both voluntary and paid.
 - Sourcing match officials where required.
 - Sourcing appropriate training facilities.
 - Liaising with the Uniform Shop Manager to organise uniforms.
 - Attend regular sporting competitions to ensure that facilities and arrangements are in place and that students are representing the College according to College expectations.
 - Attend external association meetings as per the requirements of each association.
 - Allocating house and individual points through the merit awards for all participants.
2. Coaching/training:
 - Develop, maintain and distribute the College Coaching Manual which includes a statement of duties
 - Liaise with the Personal Assistant to the Principal to ensure appropriate screening procedures.
 - Coordinate training schedules.
 - Supervise coaches, evaluate their performance and plan appropriate development of coaches
3. Marketing sporting events and results:
 - Write (or oversee the writing of, by staff members or students) sports reports for school publications)
 - Ensure clear and timely communication of sports news and events to all stakeholders
 - Support and encourage team members.

4. College Sports events:
 - Oversee and coordinate College Swimming and Athletics carnivals
 - Support other College sporting events.

5. Responsible for the preparation, coordination and organisation of successful Sports Presentation Assembly, in conjunction with the Representative Sports Coordinator, including:
 - Organising the structure of the presentation assembly.
 - Finalising point scores to select winners.
 - Organising awards for Co-Curricular Sports participants

6. Administration:
 - Undertake risk assessments for all activities
 - Ensure the accurate and organised recording of all sports-related matters, such as attendance, injury, first aid.

7. General:
 - Attend professional development and training required by the school and actively seek opportunities to increase knowledge, experience and skills held.
 - Undergo a Performance Review in accordance with College policy and work in collaboration with the Principal or delegate to set individual and team goals on a yearly basis.
 - Take reasonable care for own health and safety and that of other personnel who may be affected by their conduct.
 - Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, working with volunteers and work experience students, becoming involved in school events.
 - Such duties of a similar nature as all above as the Principal may reasonably require.

Person Specifications

	Essential	Desirable
Academic/Trade Qualifications	Working with children check	
	First Aid Certificate	
	Tertiary qualifications in either sports administration or education	
Work Experience and Skills	Experience in the administration of community sport	
	High level of organisational skills with strong attention to detail	
	Problem solving skills	
	ICT skills including Excel database and internet usage	
	Ability to plan, implement and manage a complex array of activities	
	Ability to write reports and marketing material	
	Working knowledge of health and safety	
Personal qualities/behavioural traits	Well developed and proven Interpersonal and communication skills (oral and written)	Ability to take an adaptable, flexible approach to work
	Ability to work independently, self motivated and as part of a team	Creative and innovate in approach
	Genuine interest in sport, increasing participation and ensuring an excellent student experience	Resilience
	Display a consistently high standard of ethical conduct, exhibiting honesty, integrity and understanding in accordance with the Good Samaritan ethos.	Embraces the Benedictine values of Pax, Hospitality and Stewardship of the College, through demonstrating empathy, efficiency, drive and commitment and a positive attitude

Agreement:

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Letter of Employment and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties required by the Principal to support the College's compliance with its legislative obligations. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

Employee Signature: _____

Date: _____

Managers Signature: _____

Date: _____