



ROLE DESCRIPTION

Sports Coordinator

Position Title	Sports Coordinator
Reports To	Deputy Principal and Principal
Direct Reports	Sports Assistant and Sports Administrator for day to day operations
Position Level	This position is at Coordinator level and has a teaching load of 2.5 lines.

PURPOSE OF THE ROLE

The Sports Coordinator at Daramalan College has overall responsibility for the leadership of all Daramalan sports and works with other staff to ensure that a diverse, well-managed sports program is in place for students.

The Sports Coordinator reports to the Principal through the Deputy Principal.

The Sports Coordinator is responsible for participating in the leadership, development and promotion of the ethos and character of this Catholic school established by the Missionaries of the Sacred Heart (MSC).

MAIN DUTIES

In particular, the Sports Coordinator at Daramalan College:

- is responsible for the leadership and administration of all school sports including setting the sports calendar, ensuring inter-school sports competitions and school carnivals are well organised and setting and working within the approved budget,
- works with a team of people to promote sport as a healthy activity for young people that can assist their physical and emotional well-being, their ability to work collaboratively and their leadership and physical skills,
- ensures that all students gain encouragement and opportunities to participate to the best of their ability in school sports teams,
- models positive attitudes towards sport and a commitment to promoting all school sports,
- works with House Captains and other staff to ensure that sports carnivals and House activities are well run,
- is responsible for preparing lists for annual Sports Awards and overseeing the planning for Sports Presentation Nights and major sports events,

- is the first point of contact for issues relating to sport after initial contact with the relevant coach and/or sports convenor,
- works with parents and volunteers to achieve positive experiences for players in terms of training and games,
- ensures policies and procedures relating to Daramalan sport are current and revised regularly,
- works with the Sports Administration Assistant, the Sports Assistant and other college staff to ensure the planning and administrative tasks relating to carnivals, inter-school, House and weekend sport are carried out effectively and in a timely and collaborative manner,
- makes recommendations to the Principal concerning requests for Sports Exemptions
- encourages staff to take responsibility for sports teams in a coaching or managing capacity,
- ensures that the behaviour of players in all sports teams is maintained at a high standard and that behavioural issues are followed up effectively with Pastoral Care staff,
- convenes the Sports Judiciary, when necessary, and
- will be the convenor for a minimum of one weekend sport.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. Demonstrates a willingness to support and promote MSC values and spirituality.
2. Demonstrates a strong understanding of and interest in sports coordination.
3. Models excellence and innovation in management and administration.
4. Is capable of working effectively with others and managing workloads.
5. Has demonstrated the ability to plan and run major events.
6. Has the capacity to communicate effectively in writing and orally.
7. Possesses high level IT skills.

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