



## ROLE DESCRIPTION

### *Sports Administrator*

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<b>Position Title</b>	Sports Administrator
<b>Reports To</b>	Assistant Sports Coordinator, Sports Coordinator, Business Manager, Office Manager
<b>Direct Reports</b>	Nil
<b>Position Level</b>	Clerical Officer Level 3
<b>Hours</b>	Term time only, Monday – Friday

#### **PURPOSE OF THE ROLE**

This position supports the planning, administration and delivery of the Co-curricular Sports program of the College. The Sports Administrator is a member of the Sports department and is responsible to the Office Manager and Business Manager. The Sports Administrator will work closely with the Sports Coordinator in their day to day work.

#### **MAIN DUTIES**

In particular, the Sports Administrator at Daramalan College:

- Undertakes administrative duties in relation to the planning and promotion of a variety of sporting activities throughout the year
- Works collaboratively with other members of the Sports department to ensure that all necessary tasks for sporting events are completed on time and are of high quality
- Takes responsibility for tasks associated with sporting events such as setting up venues, organising equipment and sending out information from the key person responsible for the event/activity
- Works closely with Sports Convenors and other staff in collating and forwarding articles and photos for newsletters and the Yearbook
- Answers queries from staff, students and parents or forwards these queries to the relevant member of staff
- Assists the Sports Coordinator and Assistant Sports Coordinator with administrative and/or supervisory tasks when appropriate and required
- Maintains a volunteers and staffing database for Sports that includes details such as WWVP, contact details and other requirements as set out by the College
- Other tasks as directed by the Sports Coordinator

## **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA**

Specific requirements for this role include:

1. Demonstrates a willingness to support MSC values and spirituality
2. Demonstrates an understanding of sports administration
3. Possesses an understanding of sports administrative platforms such as PlayHQ, Mycricket and Rugby Xplorer
4. Demonstrates competent administrative skills
5. Demonstrates effective written and oral communication skills
6. Possesses an ability to work well both independently and as a team member
7. A strong work ethic and the ability to work well in times of pressure
8. Possesses competent IT skills. An ability to use and develop databases would be an advantage
9. First Aid qualifications and CPR (or willingness to obtain)

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