



Sports Coordinator Role Description

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Broad Overview

The Sports Coordinator has overall responsibility for the leadership and promotion of all College sports and works with other staff to ensure that a diverse sports program is in place for our students.

Key responsibilities:

The responsibilities include, but are not limited to:

Leadership & Management	<ul style="list-style-type: none"> • Leadership and administration of all school sports including setting the sports calendar (in conjunction with the College Planning Committee), ensuring interschool sports competitions and house carnivals are well organised • Host interschool sports days (SCSA) and seek opportunities for students to complete in other sports competitions • Attend AGM with SCSA committee • Oversee the planning for Spots Presentation Night • Mentor and support sports captains and sports individual co-captains to organise events throughout the year in the area of sport promotion and student involvement • Develop promotional activities and displays relating to sports which highlight the physical and emotional benefits of participation
Reporting & Budgeting	<ul style="list-style-type: none"> • Manage the sports budget allocation and sports equipment • Produce and present reports as requested to the Principal and Leadership Team
Communication	<ul style="list-style-type: none"> • Communicate with students and families regarding all aspects of activities including training, fixtures, transportation, uniforms, etc • Communicate with outside organisations including SCSA • Present at assemblies as required and undertake promotional activities • Write regular sports reports for the College News and other College publications
Administration and coordination	<ul style="list-style-type: none"> • Responsible for the administration of CLC sporting events, Interschool sports programs and Elite sports programs • Conduct sporting team tryouts and publicise timetables for sports training sessions • Coach various CLC sporting teams and identify and recruit other coaches and umpires; Tennis, Triathlon, Indoor Cricket, Swimming, 3x3 Basketball, Basketball, Futsal, Badminton, Athletics, Cross Country, Hockey, Football, Volleyball, Soccer, Netball, Table tennis, Softball and others as required • Audit and maintain the storeroom and sports equipment, including washing sports uniforms. Continue to review and update CLC sports uniform • Ensure students are well supervised, trained and participate in a safe environment • Administration of external providers utilising sporting facilities for hire
Other responsibilities and General Duties	<ul style="list-style-type: none"> • be a visible presence at College and community functions and events as required • contribute to a healthy and safe work environment for yourself and others and comply with College policies and procedures; being an active member of the OH&S Committee • attend staff meetings and other events as required by the Principal • demonstrate professional and collegiate relationships with colleagues • adhere to College professional dress code • proactively demonstrate the College's values • other duties as requested and directed by the Principal
Professional Development	<ul style="list-style-type: none"> • commit to and participate in professional development as required
Reporting to	<ul style="list-style-type: none"> • Deputy Principal Student Wellbeing



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SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of and commitment to child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Previous coaching, coordination and scorekeeping experience • Working with Children Check (WWC – Employee) • National Police Check (within 5 years of issue) • Possess current first aid qualifications eg HLTAID003, CPR, Anaphylaxis • Relevant referees to support your experience • Australian citizen and resident of Australia <p>Desirable:</p> <ul style="list-style-type: none"> • Qualifications in Physical Education or Human Movement (highly desirable) • Light Rigid licence to drive a 22 seater bus
Skills/Attributes	<ul style="list-style-type: none"> • demonstrates a strong understanding of and interest in sports coordination • outstanding interpersonal skill and the ability to develop and maintain excellent relationships with members of the College community • ability to maintain a level of strict confidentiality • capacity to manage multiple tasks simultaneously, work well under pressure and to meet timelines/deadlines • excellent computer skills including Microsoft software and Sportstrack Program and Meet Manager Program

Conditions

This is a part-time fixed-term position at 0.5 FTE in 2022. Conditions are as per the Victorian Catholic Education Multi Employer Agreement 2018. The Education Support Officer classification to be negotiated with the successful applicant. There may be some out of hours work required for attending sports events, camps, functions and/or tours.