



COLLEGE SPORT COORDINATOR – Years 7-13

Position Description

Hours of work: 40 hours per week

Responsible To: Principal of College

Functional Relationships with:

- Executive Principal
- Deputy Principal of College (Curriculum & Assessment), Deputy Principal of College (Pastoral Care)
- Teacher in Charge College Sport
- Persons in Charge of Sporting Codes
- Persons in Charge of Sport in Junior College and Primary
- Sport Coordinator Y1-8 and Sport Development Manager.
- Administration Assistant to the Sport Coordinator Y1-8 and Y9-13
- Parents
- Students
- Coaches
- Team Managers

The sports programme aims include:

- to increase participation in sport
- to increase the quality of student participation in sport
- to assist students in gaining enjoyment from sport
- to deliver sport safely to students
- to cater for the different needs of all students
- to keep all stakeholders informed about events and achievements.

The Primary Objective of the position:

- to plan, organise and administer the sport programme so that students are given every opportunity to participate in structured sporting activities, that coaches and managers are fully informed, and that parents have excellent communication pathways.
- Primarily to provide and develop sport in school with the support of coaches, managers and staff.

The Position:

- requires the appointee to perform a range of tasks
- requires a variety of skills, knowledge and experience
- requires computer literate skills
- Involves the administration of systems that have been set up by the sport department
- excellent communication skills.

Key Tasks	Expected Results
1. Plan, organise and administer the College inter-house main events and inter-school sport and out of school physical recreation programme	<ul style="list-style-type: none"> • Annual timetable of scheduled events produced • Regular organised sports available to interested students • Sports exchanges are effectively administered • Major events are effectively administered • EOTC Procedures are fully complied with • Records are kept of results • Team entry forms and lists are provided to the person in charge • Input consent forms into PC Schools
2. Administer system for ordering, storage, maintenance, issue and return of school sport and physical recreation - uniforms - physical recreation equipment.	<ul style="list-style-type: none"> • An accurate inventory of sport and physical recreation uniforms / equipment is maintained • An accurate record of uniform distribution and return is maintained • Uniforms / equipment not returned are followed-up promptly • Uniforms / equipment stored in clean, tidy condition • Repair, maintenance and replacement managed • Uniform and gear is issued to all College teams
3. Administer and promote events and programmes	<ul style="list-style-type: none"> • Promotion of the events - well in advance. • All participants (coaches, managers, players, parents) are aware of the programmes available. • Events are well planned and organised. • Promote Fair Play Policy
4. Administer incoming and outgoing mail and provide efficient communication on all sports related matters to all who are involved or affected	<ul style="list-style-type: none"> • All correspondence is processed and distributed efficiently • Information relating to all sport and physical recreation participation is communicated efficiently to all who need to know • Clear communication lines are established with regional officers, secondary schools, Persons in Charge, College Principal. • Correspondence is approved by the College Principal.
5. Maintain a record of all results, National Representatives	<ul style="list-style-type: none"> • Records are maintained for all competitions and events • Results of student achievement are available for publication • Record achievements of students – including Regional / National Representatives
6. Administer the Pinehurst PC Schools programme.	<ul style="list-style-type: none"> • All data on the sport and physical recreation involvement of students, coaches and officials is kept up to date • Reports, contact lists are prepared on request. • Monitor participation in sports, preparing analysis on request.
7. Sport Photographs and other publications.	<ul style="list-style-type: none"> • Organise annual Sport Team Photographs for whole School with the support of Primary Teacher Aide. • Sports photographs are collated for the Annual Year book. • Ensure the database and list of teams is provided • Provide copy for newsletters, Panorama, and Yearbook. • Collect articles and photographs for Sport newsletter • Assist with articles for Panorama and Yearbook

8. Liaison with Outside Sport Organisations	<ul style="list-style-type: none"> • Sporting opportunities are promoted and students have every opportunity to participate. • Appropriate meetings are attended. • Positive relationship with ASSHA, Sport North Harbour and North Shore Clubs
9. Store E.O.T.C. – Safety forms for all events	<ul style="list-style-type: none"> • Digital copies of all E.O.T.C. forms for teachers and sports officials to draw from as templates are completed and kept on file.
10. Organise Award ceremonies and prize giving. Record and have available on request Awards Ceremony and Prize Giving Sports Awards	<ul style="list-style-type: none"> • Team lists are available. • Award lists are collated. • A record of all cups, trophies and award winners is archived. • Engraving of trophies is coordinated. • Certificates are ordered in time and are prepared for the award ceremony.
11. Communication with Parents	<ul style="list-style-type: none"> • Communication is open, clear and accurate. • Parental input, concerns or questions are dealt with effectively and efficiently. • Parents are provided with appropriate resources and information. • Parents are encouraged and supported in volunteer roles, are comfortable with the information and organisation of sport and are able to be fully involved.
12. Assist Staff	<ul style="list-style-type: none"> • Key staff are supported in their coaching/managing of sport teams. • Staff are encouraged to become actively involved in team sport ie to coach or manage • Sport uniform is provided as required. • Staff receive timely communication and assistance with sport events • Staff are kept fully informed.
13. Supervise Sport Administrator Year 7 - 13	<ul style="list-style-type: none"> • Sport Administrator Y7 - 13 works effectively.
14. General Tasks	<ul style="list-style-type: none"> • Keep notice boards up to date and tidy • Complete orders in advance according to Pinehurst protocol. • Policies and procedures are adhered to. • College Principal is fully informed about Sport

Employee

____/____/____
Date

Head of College, Pastoral Care

____/____/____
Date