

**Job Description for the position
of Sports Coordinator (Part Time)
52 week**

Hours:	Permanent Part Time 28 hours per week. 52 weeks. Remuneration: Support Staff in Schools Collective Agreement Grade 4
Reporting lines:	Administration Manager - Sport Director of Sport Associate Principal with responsibility for Sport Principal

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of the Rangitoto College.

Relationships

This position is required to communicate extensively with a range of internal and external parties. To effectively perform the duties of this position good working relationships must be maintained with the following people.

- ☐ Directors of Code, Coaches, Managers & Contractors
- ☐ Teachers in Charge of Sport
- ☐ Uniform, Finance & Property Managers
- ☐ Director of Community Relations
- ☐ All other teaching and non-teaching staff
- ☐ College and Harbour Sport
- ☐ Relevant NSO's, RSO's, Clubs and other competition organisers
- ☐ Student, parent and community stakeholders.

Key Knowledge and Skills

- ☐ Strong worth ethic
- ☐ High level of attention to detail
- ☐ Excellent time management - ability and initiative to manage competing deadlines
- ☐ Intermediate to proficient level with MS Office suite
- ☐ Problem solver
- ☐ Confident communicator
- ☐ Team player able to share the workload as directed.

Personal Attributes

- ☐ Energetic, driven and motivated approach to work
- ☐ Uses initiative and thrives on challenges
- ☐ Strong interpersonal skills and relationship management to all levels of stakeholders

Key Responsibilities

Premier Sports

Responsibility/oversight of sports allocated to this position.

Minor Sports

Responsibility/oversight of sports allocated to this position

(Sports to be decided upon appointment)

Support

Provide overflow administrative support to the other Sports Coordinators portfolios as directed

Sports Uniform

Provide support as required. Examples:

- Ordering support
- Stocktake
- Distribution

Sports Equipment

Provide support as required. Examples:

- Distribution of Equipment
- Maintaining the equipment and organised storage of the Sport storeroom
- Stocktake and reporting requirements to Administration Manager

Sports Counter

- Respond to Student Sport queries at the counter window

Sports Events Management

To provide support as required.

- Sports expo
- Enrolment week
- Open week
- Sports Awards - student achievement administration
- Premier badge function
- Year 9 participation event.
- Other events as arise

Additional duties may include, but not limited to, the following;

Support seasonal overflow with manual tasks such as Sport trial and preparation.

Emails, maintenance of team lists, fee collection phone calls, general organisation, answering queries

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Date

Sports Coordinator (Part Time) (Name)

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Director of Human Resources (Pam Watson)

Date