

Job Description for the position of Sport Coordinator (part time)

Hours: Permanent part time 28 hours per week, 52 weeks annually
Remuneration: Support Staff in Schools Collective Agreement Grade 4

Reporting lines: Administration Manager - Sport
Director of Sport
Associate Principal with responsibilities 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;

- Teachers in Charge of Sport
- Coaches, Managers & Contractors
- Uniform, Finance & Property Managers
- 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

- High level of attention to detail
- Evident time management
- Intermediate to proficient level with MS Office suite
- Ability and initiative to self manage multiple completing deadlines
- Experienced problem solver
- Confident communicator with conflict resolution skills
- Team player able to share the workload as necessary.

Personal attributes

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

Portfolio Responsibilities

Portfolio of sports and responsibilities to be reviewed on an ongoing basis.

LEAD person holds overall responsibility for the administration, co-ordination, communication, participation and resource management of their identified sport.

SUPPORT person holds a secondary role for sports in addition to those they lead. The responsibilities of a Support Coordinator include;

- Weekly meetings with the Lead to keep updated with their secondary sport "current state", within support responsibilities;
- Step in to respond to needs if absence or illness prevents the Lead Coordinator from undertaking duties
- When stepping in to work within the lead responsibilities to maintain stakeholders expectations and keep tasks up to date, where possible .
- Assistance with time sensitive tasks when appropriate

EVENTS are Lead or co-lead or support

WAKA EVENTS a large number of events are considered Waka events. This means all staff are essentially involved in some capacity. We are all on the waka.

SPA - SPA administration and lead sits with the AMS however Sport Coordinators engage with respective coaches and students to help develop their respective programmes.

CHAMPION roles identify key areas of responsibility and oversight to deliver success.

ADDITIONAL TASKS – As negotiated with the AMS and/or DOS

LEAD

In the first instance this requires the development and adherence to an annual timeline of activities pertaining to the portfolio as set out in, but not limited to:

- **Sport administration and coordination**

- Develop an annual timeline for all activities.
- Coordinate pre-season activities including registrations, musters, trials and games.
- Finalise teams and coordinate team entries and fee payments into all competitions and tournaments.
- Establish Fees and manage fee payment, collection, payment plans and hardship.
- Appoint all non-premier coaches.
- Plan and coordinate team training dates and venues (including bookings)
- Coordinate team competition/tournament/event logistics in conjunction with team management.
- Prepare documentation pertaining to all competitions, events, tournaments and activities in a timely manner.
- Manage player, coach and stakeholder data bases and student profiles.
- Provide information as required to relevant school personnel to meet school requirements.
- Prepare and manage the budget.
- Disseminate draws and other information
- Fulfil umpire/referee/official requirements relevant for tournaments and competitions.
- Ensure College Sport and other sport competition organisers' rules and regulations are understood and adhered to by relevant school stakeholders involved in each sport.
- Attend and contribute to Sport coordinator meetings.
- Ensure the website becomes an important administration tool by ensuring key information and applications are included and updated to facilitate administrative processes.
- Connect with Development manager (if one exists for portfolio) and assist with co-ordination of development activities.

- **Communication**

- Establish and maintain relationships with
 - NSOs
 - RSOs
 - RSTs
 - TICs
 - Tournament and event organisers
 - Clubs
 - Feeder intermediates
- Students, coaches & all other sport stakeholders
 - Collect, collate and record results, achievements, imagery and information for all college teams and students. Ensure these are entered into the Special Assembly and Awards database in a timely manner. This information also shared with the appropriate staff members for various platforms e.g. Social media, website, notice boards, assemblies, vista, panorama etc
 - Ensure suitable communication modes are established and used to communicate relevant information to students and sport stakeholders in a clear and timely manner.
 - Promote fair play principles maintaining & distributing codes of conduct
 - Ensure accurate and timely response to daily phone, email and face to face queries.
 - Ensure all databases are up to date and allow for timely and efficient communication.
- Promotion
 - Student and team achievements (as above) are promoted on the suitable platform(s) in a timely manner.
 - Nominations are made for local, regional and National awards in a timely manner.
 - All participation opportunities are promoted strongly to the students in a timely manner on the most suitable platform.
 - Promote benefits of participation in sport in general.

- Rangitoto sport pathways including SPA, from participation through to premier and beyond are clearly communicated to the sport community.
- Promote Rangitoto Sport as a high quality, vibrant and connected sports community to existing and potential stakeholders.
- Ensure the website is maintained and updated as necessary.
- Individual Sports prize giving's are organised.
- Community Stakeholders
 - Establish and maintain links with community sports clubs, organisations and parents.
 - Seek partnerships to facilitate:
 - access to resources,
 - opportunities for students
 - Recruitment of volunteers
 - Outside of school facilities
 - Develop fundraising plans for events, activities and teams in consultation with the Director of Community Relations
 - Ensure any sponsorship obligations within a sport are fulfilled.

- **Participation**

- Promote and develop activities that enhance sport participation opportunities at all levels from social to competitive using the most suitable platforms.
- Ensure as many students as possible have an opportunity to participate in activities.

- **Resource Management**

- Establish and administer an inventory system for storage, maintenance, issue and return of sport equipment, uniforms and other assets.
- Monitor venue, facility and training equipment condition and ensure repairs and maintenance or replacement is organised in a timely manner.
- Report hazards related to resources immediately.
- Establish optimal strategy for issuing of coach gear, information and equipment as well as retrieval. This may include coaches and managers meetings, thank you functions etc.

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Sport Coordinator ()

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Date

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Director of Human Resources (Pam Watson)

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Date