

Wellington Girls' College

JOB DESCRIPTION

Sports Coordinator

Responsible to:	Sports Director
Functional Relationships with:	Sports Director Principal Physical Education Staff Sports Coaches, Managers Whānau EOTC providers College Sport Wellington Regional Sport Organisations Finance Department HR Manager
Annual Term of Engagement:	Permanent position, 40 hours per week, predominately Monday to Friday, term time only. Hours worked will need to be flexible at times, due to the nature of the role, with some weekend and evening work required for events, trials, or meetings. Total hours are not expected to exceed 40 per week, and any additional time worked will be reimbursed via TOIL within the same year.
Terms of Employment:	As per the Support Staff in Schools Collective Agreement. Administration work matrix - Grade 4
E.E.O. Statement:	Wellington Girls' College is an equal employment opportunities employer
Review of Performance:	Performance against the requirements of this position will be reviewed on a regular basis in line with the school's performance review system.

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting a student potential approach and the school culture of high expectations, inclusion and excellence for all students.

OVERVIEW OF POSITION:

To assist student development through their involvement in sporting activities as players and officials. Assist the Sports Director to provide a quality sports programme with safe delivery of sport and recreation to our students catering for the different needs of all students.

Person Attributes:

- Ability to relate to students and their whānau
- Ability to work as a member of a team and individually

- Commitment to supporting the College and College Community
- Strong IT skills
- Good communication skills
- Attention to detail
- Good interpersonal skills and a pleasant and approachable manner

Key responsibilities:

General Administration

- To be responsible for data entry and the maintenance of the student sports database
- To communicate with whānau to seek coaches and managers for teams.
- To assist with organisation of major events – this will include data entry; meeting with students; liaising with whānau, schools, venues and sports bodies; transport arrangements; liaison between teams, managers and coaches; tournament bookings; EOTC providers.
- To assist with Sports and Cultural Awards and photo day.
- Process and maintain records related to the police vetting of managers and coaches, including the distribution of renewal notices.
- To have an overview of fees, payments and follow up on overdue amounts.

Administration of Codes

- To attend meetings as required
- To manage / convene some major codes. This will include,
 - organising trials
 - appointing selectors coaches, and managers
 - organising referees and umpires
 - action entries, draws and results
 - meet with students and teams as needed
 - meet with team management as required.
- **Responsible for**
 - data entry
 - liaising with other schools, venues and sports bodies
 - transport arrangements
 - contacting parents.
- To travel with or supervise students at mid-week competitions from time to time.
- To organise and attend team trials for convened codes (may involve weekend work)
- To plan and implement the future programme for the convened codes.
- Represent WGC at regional and other sports meetings involving the convened codes.
- Responsible for serving as the initial point of contact and resolution for any conflicts should they arise within the codes (e.g., between players, managers, coaches, or parents).

Equipment and Property

- To be responsible for the issue, return, engraving and presentation of trophies during the year and for the Sports Awards
- To be responsible for the trophy cabinets - labelling
- To allocate and collect sports uniforms and maintain accurate records.
- Manage the inventory of sports equipment
- To assist with the allocation of facilities bookings – gym, fitness hub, turf and field
- To maintain the sports notice boards

General Responsibilities

- Ensure the safety and wellbeing of students at all times
- Carry out other duties as required from time to time
- Actively engage in professional development opportunities to continually enhance skills and knowledge

This position is subject to the requirements of the Children's Act 2014.

**Wellington Girls' College is declared a smoke-free area and has a
no smoking policy for staff and students.**

Signed: Employee: _____

Principal: _____

Date: _____