

Job Description – Support Staff

Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	<i>Sports Coordinator</i>
Reports to	Sports Director
Responsible for	N /A
Working Relationships	Director of Sport, staff, students, parents/caregivers, coaches, managers and other schools and organisations

Employment Status: Part-time: 25h/week, 39 weeks p.a

Purpose of the position

To work with the Director of Sport in the development of the extracurricular sports programme providing support, resources direction for the clubs and convenors.

Key Responsibilities	Appraisal Indicators
Facilitate Sports Registrations	Work with each code to confirm Update on website Provide necessary information for codes Liaise with bursary re payment and ensure Kamar updated Work with DP and SD to ensure payments
Manage the Team WC Sports Website and associated Social Media.	Maintain and update the Sports Website as required throughout the year. Maintain the WC Facebook page Continual promotion and support of Team WC.
Sit on the WC Sports Council	Play full integral role in the Council providing school perspective on discussion.
Oversee the Sports EOTC management	Ensure all necessary documentation for all trips are fulfilled – provide resources for TIC to fill in and access. Liaise with Bursary/code DP and SD to ensure payment is complete before trip.
Be available to help non-sports related groups in EOTC area	To help where possible.

<p>Facilitate funding applications through Community Trusts</p>	<p>Receive necessary paperwork from codes and undertake application as required by individual trust. Applications to be spread across codes to ensure equitable opportunity for support. Work with bursary to complete records.</p>
<p>Manage Sports Exchanges</p>	<p>Work with SD to ensure sports Exchanges are completed successfully Napier BHS Silverstream St Pats Rongotai Palmerston North Boys High New Plymouth Boys High</p>
<p>Work with SD to provide resources for codes as required.</p>	<p>Provide liaison to specific sports and administration where necessary. Liaison with major codes , admin with smaller codes etc Provide support for any new sports that are looking to start up.</p>
<p>Work as team with Sport and Arts Director to produce the Black and Gold awards Evening</p>	<p>Duties as required but specific responsibility for ticketing, invites and promotion. Front of house on the night.</p>
<p>Manage lunchtime sport equipment hireage</p>	<p>Facilitate use of balls by students wishing to play at lunchtime. Hand out and take back equipment from office.</p>

Tasks and Duties

- Facilitate Sports Registration from initial promotion to final payment and dissemination info. Working with all codes.
- Management of WC Sports social Media
- Oversee EOTC from Sports perspective
- Be available to advise non sports on EOTC
- Facilitate funding applications to Trusts
- Manage Sporting exchanges
- Oversee individual codes
- Work with Sport and Arts Directors on B and G Awards
- Administer individual sports as required.
- Manage lunchtime equipment hireage.

General Responsibilities

- Comply with all board policies and relevant legislation whilst embracing the COLL values – Community, Oranga (well-being), Learning together and Leadership
- Engage in respective professional relationships with staff and students
- Contribute to a collegial and collaborative work environment
- Engage with opportunities to develop personal and professional skills

Declaration:

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	