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**Role Description**

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| **Position Title** | Sports Coordinator (Netball) |
| **Position Level** | School Officer Level 5*\**  *\*remuneration will be commensurate with the skills and experience of the successful candidate* |
| **Department** | Co Curricula |
| **Reporting Responsibility** | Director of Sport |
| **Supervisory Responsibility** | Sports Coaches/Parent Support Groups/Students |
| **Employment type** | Permanent Full Time |
| **Role Description review date** | October 2022 |

**Overview**

The Sports Coordinator ensures that a comprehensive co curricula sporting program is made available to students reflecting their interests, abilities and the ethos of the school. In addition, the Sports Coordinator is to develop positive relationships with students and encourage their active participation in the co curricula sporting program. Whilst the focus of this role will be coordinating netball, the Sports Coordinator will work collegially with other Sports Office staff and may assist with, and coordinate, other sports.

The duties of the Sports Coordinator involve the following:

**Planning and organization of designated co curricula sports by:**

* Assisting in developing and articulating the mission for the School co curricula sporting program.
* Assisting in coordinating the Sporting program for the year minimizing clashes where possible with other cultural and school activities in conjunction with the Director of Sport and Director of Co-curricular Activities.
* Organising and marketing the range of co curricula sporting opportunities for students.
* Providing leadership to the students by example and encouragement and mentoring of Sports Captains.
* Organising and implementing a comprehensive sporting program.
* Developing positive relationships with students & encouraging their active participation in the co-curricular sporting program.

**Providing effective leadership and management for staff by:**

* Upholding achievement of excellence in co curricula sporting programs.
* Ensuring that all coaches are kept informed and up to date with relevant school policies, practices and events.
* Liaising with staff to ensure commitment and high levels of participation in all co curricula sporting programs.
* Assisting the Director of Sport with the provision of Duty Statements, guidelines and written expectations to coaches and volunteers.
* Assisting the Director of Sport with ensuring that all coaches and volunteers have a valid blue card.

**Providing efficient and effective management and administration systems including:**

* Preparing and submitting an annual budget for designated sports to the Director of Sport for submission to the Commercial Director and adhering to this when approved.
* Working with the Director of Sport to ensure that all staff are aware of and implement all relevant workplace health and safety and duty of care requirements as provided by the school.
* Ensuring the provision of appropriately equipped first aid kits or personnel to all required venues and events.
* Ensuring that all results are reported to appropriate personnel and published in the newsletter.
* Assisting the Director of Sport to maintain, update and communicate procedures and policy guidelines for staff involved in co curricula sports, duty of care for students, and in the management of teams and equipment.
* Monitoring and reviewing the schools risk management and workplace health and safety standards for each sport
* Maintaining appropriate record keeping procedures to ensure individual student involvement is monitored.
* Assist the Director of Sport to maintain procedures to ensure the payment of staff.

**Organising and coordinating designated co curricula sporting programs by:**

* Organising coaches and managers for various sports.
* Ensuring fees and subscriptions are up-to-date (set and collect).
* Maintaining current information and other materials necessary to the program using Sports Department procedures.
* Maintaining all equipment and ensuring availability.
* Managing all bookings of facilities and transport.
* Ensuring the smooth management of all teams.
* Organising uniforms by liaising with the School Shop Convener and external suppliers.
* Organising selection trials.
* Organising team meetings.
* Co-coordinating training schedules and venues.
* Assisting the Director of Sport in organising all intraschool and interschool Swimming, Cross Country and Athletics Carnivals.
* Acting as the first point of reference to students, parents, managers, coaches and other schools.

**School Representation at the appropriate Associations by attending Meetings on behalf of the Director of Sport or organizing a suitable delegate at:**

* Northern Eagles District (NED)
* Brisbane Schoolgirls Rowing Association (BSRA)
* Brisbane Water Polo Incorporated (BWPI)
* Catholic Secondary Schoolgirls Sports Association (CaSSSA)
* Interschool Equestrian Queensland (IEQ)
* Metropolitan West Regional Sport (MWRS)
* Downy Park Netball Association (DPNA)

**Promoting and supporting the School’s co curricula sport activities by:**

* Assisting in facilitating the work and guidance of Parent Support Groups.
* Attending Parent Support Group Meetings.
* Keeping the Director of Sport, Director of Co-curricular Activities and Leadership Team apprised of the endeavors and requests of the Support Groups.
* Nominating individual students to Zone, Regional, State and National competitions for approval by the Director of Sport.
* Informing the Director of Sport, Director of Co-curricular Activities and Leadership Team of all sporting achievements and results.
* Assisting in ensuring the publication of results and outstanding achievements in the press where appropriate, newsletter, quarterly publications and magazines.
* Assisting in the promotion and advertising of events within the school and the wider community.
* Assisting with sporting records for the pockets system in the school.
* Assisting in the organisation and co-coordination of intrastate, interstate and overseas tours.
* Assisting in organising co-curricular sport displays for School Open Days, Enrolment Days, Orientation Days, etc.
* Visiting games and events on a regular basis to support and encourage students and staff.

**Netball Role**

The Netball specific duties of the Sports Coordinator (Netball) involve the following:

* Designing, implementing and managing all elements of the Stuartholme Netball program through the establishment of Foundation, Development and Pre-Elite programs in consultation with key stakeholders, including Club, State and National Sporting Organisations.
* Delivering all planning, coordination, and administration aspects of the program (i.e., individual sport calendar management, scheduling competitions, registrations, logistics, domestic competitions, camps etc.)
* The Sports Coordinator (Netball) will be knowledgeable and experienced in current practice, skills, rules and tactical components of Netball.
* Proven ability or hold confidence in developing a program that effectively delivers a Year 5-12 Netball program.
* Passion for Netball with a desire to prepare athletes for school and representative level competitions.
* The Sports Coordinator (Netball) will be required to coordinate match days at DPNA though the season.

**Such other duties as may be required from time to time.**

Given the dynamic environment in which the School operates, the Principal reserves the right to alter roles and responsibilities of this position to most effectively suit the leadership and management requirements at any point in time.

**Working Hours**

This position is full-time, nominally working 38 hours per week. This position includes weekend work, and as such, flexibility of working hours is necessary to accommodate the needs of the role. The Sports Coordinator will be remunerated for a full year, but will generally have school vacation periods off. Unless otherwise agreed with the Director of Sport, additional hours worked during school term time will be compensated by being paid for a full year.

**How to Apply**

Applications consisting of—

• a one page covering letter; and

• a current resume (including the contact details of three referees)

should be emailed by no later than midday on Wednesday 2 November 2022, addressed to The Principal and sent to hr@stuartholme.com.