



Position Title	Sport Coordinator
Department	Sports
Reports to	Head of Sport (Springfield)
Direct Reports	Sport Coaches
Purpose and Objectives	<p>The St Peters Lutheran College Springfield Sport Coordinator is responsible for managing the operations of the College's Sport Co-Curricular Program. Sport Coordinators are responsible for one or more of the following:</p> <ul style="list-style-type: none"> • Primary Sport; or, • Secondary Sport; or, • A specific individual sport (e.g. Football Coordinator); or, • District, regional, or one-day carnival sporting opportunities. <p>The position operates as part of a collaborative co-curricular team and supports the effective operation and management of the co-curricular sports at St Peters Lutheran College Springfield. The role requires appropriate qualifications and experience in sport coaching, management, and coordination, contributing to the College's sporting success and its active participation in the Greater Brisbane Conference Sporting Association.</p>
Key Accountabilities	<p>Responsibilities</p> <ul style="list-style-type: none"> • Deliver the Co-curricular Sport program in one or more areas, including the administration of the program and the management of staff. • Represent Sport on behalf of the College. • Manage the day-to-day operations of the Sport Co-curricular Program/s. • Consult and liaise with key stakeholders to ensure the design, implementation and review of the program is successful and meets the College's and the Greater Brisbane Conference Sporting Association's expectations, code of conduct, and standards. • Assist Head of Sport with the implementation of personal development, leadership programs and activities for Student Leaders/Captains for Sport, in conjunction with the Head of Primary/Secondary Years. • Ensure highest standards of safety for all sporting and playing facilities and venues and educate and train Sport staff in Health and Safety responsibilities. • Communicate and work closely with parents and other support groups. • Be available for the organisation and presentation of information sessions and handbooks where required. • Attend training sessions as required to understand both student and Coaches experience from a logistics perspective and to undertake any amendments required. <p>Coordination of Sport Staff</p> <ul style="list-style-type: none"> • Assist with the appointment and review of staff (e.g. coaches) involved in the Co-curricular Sport Program. • Coordinate all teams (and therefore student ages) involved in the sport for the season



	<ul style="list-style-type: none"> • Organise and communicate training and competition timetable adjustments, and conduct meetings with coaches, teams, students, parents, and other support groups as required. • Communicate with the Coaches any changes to bylaws, rules and other related matters that may affect Sport. • Liaise with the Head of Sport, Sports Administration Assistant and other Sport Coordinators to ensure the efficient and effective delivery of the College Sporting Program, including but not limited to: <ul style="list-style-type: none"> ○ Organising event requirements and managing logistics such as buses and sports medicine/first aid for sporting fixtures. ○ Engaging referees and umpires as required. ○ Collating and communicating information on weekly sports fixtures including game times, contact details for coordinators and transport information to submit for the College newsletter. ○ Maintaining accurate records for all co-curricular sports results for which you are responsible. ○ Managing venue and equipment set-up, pack-down, and storage. ○ Assisting in the planning and delivery of weekend sporting fixtures, sports training, one-day carnivals and district/regional sport, in accordance with the scope of the individual coordinator's role. <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Be visible and act as primary contact for assigned sports for staff, students and parents and act as a representative for the College, demonstrating a professional presence complemented with positive communication with all stakeholders. • Uphold professional standards and boundaries essential for student safety and wellbeing, and ensure staff uphold these same standards. • Set a good example of Christian living in the College and model the Christian faith to others. • Fulfil other tasks as directed by the Head of St Peters Springfield or Head of Sport.
<p>Key Stakeholders</p>	<ul style="list-style-type: none"> • Head of Sport • Sport Coordinator • Sport Administration Assistant • Student Leaders/Captains for Sport • Parents/Caregivers and other Support Groups • Head of Secondary Years • Head of Primary Years • External Stakeholders
<p>Selection Criteria</p>	<p>SC1</p> <ul style="list-style-type: none"> • Relevant qualifications or experience in sport management, administration or a related field. Current First Aid/CPR qualifications are advantageous. <p>SC2</p> <ul style="list-style-type: none"> • Proven ability to coordinate and deliver programs and apply school sport policies and procedures to maintain consistent operational standards.



	<p>SC3</p> <ul style="list-style-type: none"> • Demonstrated capability to lead and coordinate coaches and sport staff, including allocation of duties, performance oversight, team communication, and effective working relationships with coordinators, parent support groups and external sporting bodies. <p>SC4</p> <ul style="list-style-type: none"> • High-level administrative and operational competence in season planning, weekly fixture coordination, risk and facility management, records management, communication logistics, and liaison with transport, officials and support services to ensure reliable program delivery. <p>SC5</p> <ul style="list-style-type: none"> • High-level organisational, analytical and problem-solving skills with a capacity to manage concurrent priorities, resolve operational issues, maintain accurate information flow, and uphold efficient functioning of the sport program. <p>SC6 - Personal capabilities</p> <ul style="list-style-type: none"> • Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. • Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. <p>SC7 – Christian Ethos</p> <ul style="list-style-type: none"> • An understanding of, respect and demonstrable support for the College's Christian ethos.
Hours of Duty	Work may be required before and after school hours, during the school day, and on Saturdays. This position requires availability outside standard working hours in line with operational requirements.
Terms and Conditions	<p>Classification – School Officer Level 4 Casual or seasonal part-time contract</p> <p>Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.</p>
Location	St Peters Lutheran College Springfield 42 Wellness Way, SPRINGFIELD QLD 4300
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.



	All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other relevant information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i> .



Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au
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