



Role Description

Program Coordinator – Touch Football

Department/Faculty	Co-curriculum
Reports To	Director of Co-Curriculum via Head of Sport
Location	Senior Campus & Regis Campus
Type of Employment	The Program Coordinator – Touch Football is a seasonal appointment, part-time position and the successful applicant will be required to work 12 hours per week, Monday to Saturday.
Industrial Instrument	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	Instructional Services Level 5

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Program Coordinator - Touch Football is a member of the Program Coordinator Team which is inspired at all times by the highest Ignatian ideals. Each Sports Program Coordinator participates in the effective management of the co-curriculum sports and activities program of the College as an integral part of the Riverview community.

As the leader of Touch Football, the Program Coordinator has delegated responsibility for the efficient operation and team leadership of the co-curriculum Touch Football including the staffing, supervision, disciplinary and pastoral formation of each student. The Program Coordinator - Touch Football holds the primary responsibility for supervising the whole sport/activity of each student in their care. The Program Coordinator – Touch Football, through a great understanding of the staff and students involved in the sport/activity, will assist with the development of skills and abilities of both groups, develop team and age camaraderie and ensure growth and development that will put them at the service of others in a community of faith on a journey towards God.

Role Responsibilities

Team Leadership

- To provide strong team leadership aimed at developing and supporting an efficient coaching and staffing team that forms the foundation of the College's organisational structure.



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- To collaborate with colleagues in overseeing the touch football program, working towards achieving the vision and goals of the Co-curriculum program, as well as adhering to the Co-Curriculum philosophy and sports management policies.

Climate of Excellence

- To encourage a climate of excellence in student development and performance through the establishment of effective collaborative relationships with parents and with those responsible for the students, through the Director of Co-curriculum.

Administration

- Ensure all necessary registration and handbook information is provided to the Sport and Activities Administration Officer when requested
- Learn, endorse and promote the Co-curriculum frameworks of Long Term Athletic Development, Character Development and Skill Development
- To liaise with coaches and staff in the efficient conduct of each age group and team trainings, usually held two or three times per week.
- To organise weekly training/activities; which should provide opportunity for students' skills and development of teams.
- To write a weekly co-curriculum newsletter report, commenting on team performances and individual's achievements following the appropriate guidelines.
- In consultation with the Director of Co-curriculum and Business Manager develop and manage a yearly budget for Touch Football across Years 5-12.
- Oversee and process the fortnightly payroll for external coaching staff in consultation with the Head of Sport and Director of Co-curriculum.
- Order and provide equipment where necessary for the touch football program and to operate within the confines of a yearly budget planned each year in consultation with the Director of Co-curriculum.
- To attend meetings with the Head of Sport and Director of Co-curriculum as requested.
- To maintain an appropriate and up-to-date touch football program page on the College Intranet.
- To implement and monitor all touch football selections, match results and injury reports for all teams and age groups through Clipboard software and ensure coaches are fully versed with its operation.
- Attend, coach, accompany, supervise teams or players at matches, inter-school competitions, Jesuit Carnivals, events, excursions, camps and tours where required.
- Organise an appropriate pre-season training and practice game program in conjunction with the Head of Sport.
- To attend touch football sub-committee meetings and represent the College regarding touch football matters.
- To occasionally mentor staff and students, attend outdoor education camps and assist at Co-curricular activities and events as required by the Head of Sport and Director of Co-curriculum.
- To work in collaboration with the Head of Sport to ensure that students are appropriately selected and placed in each team/activity.
- To work in collaboration with the Head of Sport to coordinate recruitment of new coaches, including interviewing and reference checking.
- To work in collaboration with the People & Engagement Partner on employment and staff onboarding processes.
- To ensure all rolls are marked accurately and unexplained absences are followed up appropriately.
- To work in collaboration with the Risk and Compliance team in making sure that all coaches are fully compliant before being rostered to work and then ongoing.
- To work in collaboration with the Regis Sports Master and PDHPE Teacher to coordinate coaches for the Regis sports program.



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- To induct new coaches and provide opportunities for their up skilling and attainment of coaching qualifications.

General Management

- To meet regularly with a team of coaches to ensure the smooth running of practice sessions.
- In line with the Riverview Skill Development Framework, develop a Riverview Touch football Syllabus and sequential program.
- Ensure coaches are given ample opportunity to learn the program through education opportunities
- To attend each age group training session where possible to ensure all coaches are following the Riverview touch football training syllabus and program and assist in training sessions where possible.
- To manage the efficient operations and administration of all touch football teams.
- To provide new parents with appropriate information about the touch football program in a clear, consistent and timely manner.
- To take initiatives in phoning, writing or contacting parents as required.
- To respond quickly and appropriately to parent queries.
- To liaise with parents at College functions.
- To attend weekly fixtures and maintain a high profile with parents.
- To work in collaboration with the Return to Play Coordinator, ensuring that all documentation is up-to-date, and the relevant clearance has been granted prior to students returning to sport in the event of an injury.
- Organise referees and match officials for all home games.
- Ensure that all games, trainings, events, trips and tours are appropriately planned in alignment with the Excursions and Tours Policy and are approved through the College Planning Committee within the timeframes provided.

Students

- To liaise with coaches to ensure each student in the sport receives equal and fair opportunity to participate, develop and represent the College.
- To ensure that appropriate supervision is provided at all times during trainings and to arrange supervision in the event of a coach being unavailable.
- To monitor the behaviour of each student in the sport/activity and to exercise such disciplinary procedures in liaison with the Head of Sport as may be required.
- To keep the Director of Co-curriculum and Principal apprised on specific issues of concern related to individual students, especially related to patterns of behaviour.
- To be well-informed of additional student needs and health issues.
- Attend, coach, accompany, supervise teams or players at training sessions, matches, inter-school competitions, GPS Carnivals, and events.

Selection Criteria

- Ability to work collaboratively in a team environment
- Demonstrate exceptional time management skills and the ability to meet deadlines
- Demonstrate effective team management and high-level leadership skills.
- Demonstrate strong communications skills, verbal and written
- Hold relevant qualifications, preferably Level 1 & 2 Touch football Coach Accreditation



The College

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school

Safeguarding Children and Young People

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:



ROLE DESCRIPTION

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.