

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Position:** Outdoor Education and Sports Administrator  
**Campus:** Narre Warren South  
**Employment Status:** FTE 1.0  
**Reports Directly To:** Head of Outdoor Education, Health & Physical Education

### Role:

This role provides administrative and practical support to the OHPE Department. You will work closely with the OHPE Staff Team Leader and Outdoor Education Coordinator.

You will be responsible for the administration of the Sports and Outdoor Education programs. You will have a keen interest in the fields of sports and outdoor education and will be expected to be actively involved in the Outdoor Education camps and activities. You will also be competent in the use of Information and Communication Technologies and possess a high level of organisational skills.

You will have the necessary energy, fitness, and coordination to be able to participate in outdoor recreation and sporting pursuits.

### Ministry Specifications:

#### Sport/Physical Education

- Prepare Sports and PE excursions, including finalising student lists and collecting permission forms
- Coordinate and manage Wednesday afternoon Sports and Activities program for Years 7-10
- Prepare and organise for College carnivals including Swimming, Athletics, Ball Sports, Cross Country and Badminton
- Organise and liaise with CSEN to assist in the organising of representative teams and events
- Assist with selection of sporting teams
- Attend relevant Team and Staff Meetings
- Communicate clearly with staff, students and parents regarding upcoming events
- Providing regular newsletter reports for Principals Newsletter
- Organise Health and PE week
- Assist in organising lunchtime sport tournaments
- Keeping updated files of inventories for both PE and sports equipment
- Maintenance of Sports storerooms and Weights room
  - Clean and maintain equipment
  - Assist with allocation of resources for Physical Education and Sport programs
  - Maintain inventories of equipment and note condition of such
  - Report maintenance needs for equipment

- Practical involvement in Sport programs, including photocopying of documents and data entry of sporting reports and team selections
- Assist in running sporting activities on campus

### **Outdoor Education**

- Help with preparation for Outdoor camps and excursions, including gear collection and distribution, staff information packs, food money, booking venues, notifications to Secondary staff
- Maintenance of resources – assist in organising equipment for outdoor programs:
  - Clean and maintain Outdoor Ed equipment
  - Assist with allocation of resources for Outdoor Ed programs
  - Maintain inventories of equipment and note condition of such
  - Report maintenance needs for equipment
- Attend the Outdoor Education camps, as necessary
- Group Co-leader on VCE outdoor and environmental studies field trips
- Provide close supervision/support of students during multi-day field trips
- Outdoor Ed equipment maintenance, assist with ordering, stocking and labelling of new equipment and keeping storage areas neat and tidy
- Practical involvement in assisting the Outdoor Ed Coordinator with the organisation of on-campus Outdoor Ed activities
- Be actively involved in staff/student briefings, debriefings and other facilitation processes
- Working with students – be available to mentor and provide pastoral care to students as directed:
  - Ensure physical and emotional needs of students are catered for during overnight programs as per legal requirements and the College's duty of care
  - Be available to mentor/provide pastoral care for students whilst on campus, as per the direction of the College Chaplains, and liaise with Chaplains re ongoing student issues

### **Administration / Duties:**

As part of your coordinating role, you are expected to participate in a range of duties. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Adhere to all School Management Policies
- Complete accurately and appropriately as required by school policy all tasks of planning, evaluation and record keeping
- Respond appropriately to written communiqués
- Abide by the College Staff dress code
- Attendance at:
  - All relevant scheduled staff meetings including: OHPE Team meetings, Secondary Staff meetings, Campus-wide staff meetings
  - Staff devotions from 8:15-8:30 am each week morning
  - College Professional Development days
  - Annual Staff Retreat, first day for all staff, and end of year function
- Undertake excursions, competitions and other relevant curricular and co-curricular activities

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

**Key Selection Criteria: (Mandatory)**

- Ability to contribute positively to the ethos and culture of Waverley Christian College
- Ability to be a valuable contributor to a close knit team approach
- Demonstrated experience and skill to provide the services outlined in the Ministry Specifications
- Demonstrated initiative and ability to work with minimum supervision
- Demonstrated ability to cope in stressful and demanding situations
- Ability and preparedness to work at other locations when required
- Ability and appropriate training in First Aid

**Other Requirements:**

- Ability and preparedness to work outside normal agreed hours when required
- Preparedness to participate in professional development opportunities as required

**Inherent Requirements of the Position**

**Administration / IT Staff**

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

**Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

**College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

### **Other Key Relationships**

- Staff Team Leader
- Secondary Head of Teaching and Learning (HoTL)
- Secondary Learning Enrichment and Program Support (LEAPS) Coordinator
- Reviewer
- Student Wellbeing Coordinator
- Head of Campus