

## Position Description

<b>Position Title</b>	<b>Sport Coordinator</b>
<b>Department</b>	Sport Department
<b>Reports to</b>	Boys Sports Coordinator and Girls Sports Coordinator
<b>Direct Reports</b>	Head Coaches, Coaches, Assistant Coaches
<b>Primary Purpose of Role</b>	<p>The Sport Coordinator effectively and efficiently plans and organises every detail that is required for the preparation and delivery of the College's seasonal sport programs. Performed on a year-around basis, the Sport Coordinator will have the opportunity to coordinate one or more sports across the Girls, Boys and Primary programs that the College offers.</p> <p>As a member of the Sports Department, the Sport Coordinator works with a number of stakeholders to role model and demonstrate, accountability, collaboration, ethics, and integrity to ensure highest standards of sport coaching and coordination are delivered at the College.</p>
<b>Key Accountabilities</b>	<p>The Sport Coordinator is responsible for the preseason, in-season and post season day to day requirements for each sport assigned.</p> <p>This includes the engagement and management of coaches, communication, and coordination of their schedules. Verification and submission of timesheets is an essential component of the role.</p> <p>Under the direction of the Boys Sports Coordinator and the Girls Sports Coordinator, this role will assume responsibility for communicating all relevant matters impacting the daily operations, to ensure the season runs efficiently and to manage any issues that may arise.</p> <p>Includes a specific focus on:</p> <p><b><u>Pre-Season:</u></b></p> <ul style="list-style-type: none"> <li>- Creating training schedules, 1<sup>st</sup>/Open squad programs (including S &amp; C Programs), and Holiday clinics and trial matches</li> <li>- Determining the coaching structure, allocation, recruitment, onboarding and training of coaches (including Mentor/ Head Coaches) in consultation with Assistant Director of Sport</li> <li>- Taking charge of and completing all mandatory requirements (such as risk assessments) in a timely manner, for tours and tournaments</li> <li>- Demonstrating due diligence for the safety of students and staff at all times</li> <li>- In consultation with coaches conduct selections and finalisation of teams; and</li> <li>- Assist (Boys Sport Coordinator and Girls Sport Coordinator) in sourcing and selection of referees for weekly fixtures.</li> </ul> <p><b><u>In-Season:</u></b></p> <ul style="list-style-type: none"> <li>- Facilitate management of game day fixtures and be the main point of contact for the College</li> </ul>

	<ul style="list-style-type: none"> <li>- Attend various training sessions (before and after school) each week</li> <li>- Monitor stock and storage of equipment for training/matches</li> <li>- Attend Parent Support Group Meetings or maintain communication with PSG president.</li> </ul> <p><b><u>End of Season:</u></b></p> <ul style="list-style-type: none"> <li>- In consultation with Sport department leaders, coordinate an appropriate end of season celebrations and reviews for each sport; and</li> <li>- Oversee sport attendance records for school award purpose.</li> </ul>
<p><b>Selection Criteria:</b></p>	<p><b>Experience, Knowledge, Skills and Capabilities</b></p> <p><b>SC1:</b> A proven record of achievement in a similar sports leadership role and demonstrated extensive knowledge and experience in one or more of the College's sporting activities.</p> <p><b>SC2:</b> Highly developed organisational, time management, analytical and problem-solving skills with the ability to manage and meet the demands of multiple tasks, competing priorities, and deadlines.</p> <p><b>SC3:</b> Proven capability to build and sustain respectful relationships in teams to enable the collaborative delivery of outcomes, alignment of purpose and achievement of goals and targets.</p> <p><b>SC4:</b> Highly developed oral and written communication skills and demonstrated ability to develop respectful relationships with students, colleagues and parents at all levels and in alignment with College Pastoral care programs.</p> <p><b>SC5:</b> Demonstrated accountability for decision making in alignment with College policies and procedures, including a proven ability to ensure child safety and workplace health and safety of others, at all times.</p> <p><b>SC6:</b> Demonstrated personal integrity and ethical decision making, including an ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct, in a sporting context.</p>
<p><b>Terms and Conditions</b></p>	<p><b>Classification</b> – School Officer Level 5</p> <p><b>Salary</b> – \$76,736 to \$80,482 (Full time equivalent) plus 12% superannuation</p> <p><b>Tenure</b> – Permanent full-time or Permanent part-time (applicants are requested to indicate full time or part time preference in the cover letter)</p> <p><b>Terms and Conditions</b> – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2020</i>.</p>

<b>Location</b>	<p>St Peters Lutheran College – Indooroopilly          66 Harts Road          INDOORROOPILLY QLD 4068</p> <p>Position may require work at other locations.</p>
<b>Professional Behaviours</b>	<ul style="list-style-type: none"> <li>• 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 demonstrate courtesy, co-operation and teamwork with fellow members of staff.</li> <li>• Uphold Code of Conduct and Valuing Safe Communities standards.</li> <li>• Actively and effectively participate in reasonable directions provided.</li> </ul>
<b>Child Protection</b>	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
<b>Health and Safety</b>	<p>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.</p>
<b>Policies and Procedures</b>	<p>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.</p>
<b>Compliance Requirements</b>	<p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
<b>Other relevant information</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at [www.stpeters.qld.edu.au](http://www.stpeters.qld.edu.au)