



## Position Description

<b>Position:</b>	Sports & Physical Activity Coordinator
<b>Department:</b>	Support Staff
<b>Responsible To:</b>	Director of Sport
<b>Engagement Type:</b>	Fixed Term Part time, 40 weeks per annum
<b>Supervisory Responsibilities:</b>	N/A
<b>Purpose:</b>	To ensure the safe and quality delivery of sport and physical activity to students and support with participation, development and high performance pathways.

## KEY RESPONSIBILITIES/JOB DUTIES

The Sports and Physical Activity Coordinator(s) will work together to support the Director of Sport with implementing action plans to achieve the goals and targets set out to:

- increase participation in sport and physical activity
- enhance the profile of sport and physical activity within the school and the greater community
- enhance student enjoyment and development from sport and physical activity
- support and promote the safe delivery of sport and physical activity to students
- encourage and enable students to participate at their desired level of sport

The Sports and Physical Activity Coordinator(s) will demonstrate leadership, a passion for youth education through sport and physical activity, excellent organisation and communication skills and the ability to work efficiently and effectively with a wide range of people.

### Key Tasks will include:

- Administration of team entries, registrations, and fees and subs for local, regional, South Island, and national events/competitions
- Organisation of sports events, trips, tournaments, and interschools (including not but limited to budgeting, health and safety documentation, transport and accommodation bookings, police vetting, permission forms, and uniform issuing)
- Organisation and delivery of participation and development pathways (including social, lunchtime and house sport)
- Communication and promotion of opportunities both within the school, and the wider community
- Communication with students, parents, WHS staff, coaches, officials, event/competition organisers and other sport deliverers
- Provide support and liaise with coaches and officials (including coach induction sessions)
- Follow up overdue payments and subs
- Organisation and facilitation of Sports Assemblies/Prizegivings, Blues Awards, and Parent/Player evenings
- Promotion of Wakatipu High School values and the Vision for Sport
- Analysis of participation data to target unengaged students and create programmes of engagement
- Maintenance of Wakatipu High School Sport website and Sporty platform
- Resource Management (including but not limited to the issuing of uniforms, purchasing and issuing of equipment, and organisation of first aid supplies)
- Opportunities for increasing participation
- Community involvement
- Professional support and training
- Other tasks as may be reasonably requested from time to time



## Competencies/Attributes

**Minimum Requirements:** Drivers license, excellent computer skills with emphasis on Google Apps and Microsoft Office

**Preferred Skills:** Coaching and/or sports management qualification, current first aid certificate, experience working within a school environment

- Consults and acts within Delegation of Authority
- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders
- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner

*Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.*