



Position Description

Position:	Social Sports Coordinator
Department:	Sports Department
Responsible To:	Director of Sports
Engagement Type:	Independent Contractor (Term-time only)
Supervisory Responsibilities:	N/A
Purpose:	The programme is designed to maximise participation, allow students to connect with others through sport, to strengthen their sense of belonging, and ultimately to have fun.

KEY RESPONSIBILITIES

The programme focuses on maximising participation, variety, and fun by alternating between high-cardio sports and lower-impact, technical sports across the school year. As the Coordinator, you will be the face of the programme - responsible for managing equipment, logistics, keeping the tournament draws running smoothly, and maintaining a vibrant, positive environment.

It is important that during the delivery of this role that you collect both quantitative and qualitative information on the success of your project. As well as reporting the numbers, you will be asked to provide examples of how successful your project was. Capturing the voice of the young people involved will be crucial for this.

- **Friday Session Delivery & Time Management:**

You will be responsible for a 5-hour weekly window on Friday afternoons (covering setup, delivery, and pack down). You will drive our fast-paced, "Quick-Fire" session structure to ensure maximum playing time

- **Tournament & Draw Management:**

You will manage the "5-Week Flash" Draw Template across each sport block

- **Logistics & Equipment Care:**

Set up and transition indoor equipment weekly based on the changing sports rotation

- **Reporting and Analysis:**

As part of this initiative you will track participation numbers and provide clear reporting data



Competencies/Attributes

- **Organised & Punctual:**

Proven capability to manage multi-team sports brackets, track scoring points, and rigidly keep to a tight Friday afternoon timeline.

- **Great Communicator:**

Enthusiastic, approachable, and able to confidently handle student/player dynamics with a lighthearted, positive approach aligned with our school values.

- **Physically Able:**

Comfortable performing light physical labor involved in setting up and packing down sports goals, nets, and tables each week.

- **Reliable Commitment:**

Available every Friday afternoon from 3 - 7pm during school terms from middle of Term 3, 2026 through to the end of Term 4, 2027.

The Sports Calendar Rotation

Over the course of your contract, you will facilitate a rotating calendar of sports blocks, including:

- 5-a-side Netball
- 3x3 Basketball
- 5-a-side Futsal
- Table Tennis
- Volleyball
- Pickleball
- Dodgeball

Additional sports may be introduced based on student feedback and ability to resource them.

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.