



Nagle College Bairnsdale

Position Description

Position:	Sports Coordinator
Reports to:	Director of Operations and Timetabler
Classification:	Education Support - Category B Level 4
Employment Status:	Ongoing / Full Time

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement, Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Sports Co-ordinator has a number of responsibilities related to the organisation and management of College sporting and recreation events, equipment, teams and the associated human resources.

The Sports Coordinator is responsible for leading, managing and enhancing the school's sport and physical recreation programs and the profile of sport within the school and the community.

The Sports Coordinator will work with staff to assist students gain enjoyment from sport and physical recreation as well as increasing the quality and level of student participation.

The Sports Coordinator will also ensure an appropriate duty of care is observed at all times in delivering sport and physical recreational activities. Additionally, they will coordinate the various carnivals and sporting activities in which students participate.

Responsibilities

The Sports Coordinator is responsible for:

- The organisation of College sporting carnivals;
- Creating a Nagle College outreach program to develop relationships with sporting clubs and associations locally, nationally and internationally;
- Growth of lunchtime and recess sporting opportunities;
- Assisting with classroom practical activities;
- Administration for data around physical education and extra curricular sports such as awards and merit system;
- Preparation for camps and sporting activities;

- Preparation of newsletter reports and social media posts for sporting events.

1. Sport

- Organises the annual College sport calendar for the forthcoming year in consultation with the Leadership Team and Operations Team;
- is an active member of the College Operations Team;
- convenes and evaluates College sporting swimming and athletics trials and carnivals;
- oversees the selection of interschool teams and provides for training requirements;
- liaises with SSV to advocate for the College calendar;
- prepares and supervises coaches;
- coordinates everything associated with the College representative teams;
- acknowledges student achievements and commitment in conjunction with coaches, (e.g. at assemblies, presentation nights, in reports etc);
- acknowledges the commitment of coaches and officials (e.g. at assemblies, with certificates, in reports);
- maintains and ensures there is an adequate supply of sporting equipment for all sporting activities;
- liaises with the Maintenance and Grounds personnel with regard to the development and maintenance of College sporting venues;
- organises buses in relation to sport and outdoor education travel in conjunction with Student Services;
- prepares and disseminates information letters and permission slips for each off-campus sport and outdoor education event;

2. Outdoor Education

- assists the Outdoor Education teachers with hire/loan of equipment as the need arises;

3. Camps

- Supports, when required, the Camp Co-ordinators to ensure smooth running of each event;

4. Sporting Facilities

- is accountable for the overall operation of the sporting facilities;
- oversees the internal bookings of the sporting facilities ensuring fair and equitable time is given to all classes;
- managing facility bookings for external parties;
- liaises with maintenance staff over the required sporting facilities maintenance;
- meets with the various user groups to discuss any relevant issues;
- keeps a record of external users to ensure they are meeting their obligations;
- liaises with outside service providers as to the maintenance of equipment;
- consults with organising groups of major events held in the sporting facilities;
- liaises with the Property Manager regarding cleaning;
- ensures that the floor is maintained and organises the timing of the resurfacing of floor in conjunction with the Property Manager and Business Manager;

5. Budget and Equipment

- submits budget requests annually to the Business Manager for the purchase and replacement of Sport Equipment in liaison with the Teaching and Learning Leaders;
- ensures that sporting equipment is maintained and meets safety standards;
- ensures that all sporting equipment is organised, tidy and can, at any time, be accounted for;

6. Other

- undertakes any other duties as required by the Principal.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Demonstrate professional and collegiate relationships with colleagues
- Attend school meetings, Mass, and Personal Development days
- Any other duties as requested by the principal

Organisational Relationships

The Sports Coordinator has a number of key internal and external relationships.

Reports to: Director of College Operations and Timetabler

Internal liaisons: Teaching and non-teaching staff.

External liaisons: Parents, sporting and recreation clubs, community groups

Judgement and Decision Making:

This role will require employees to be able to independently relate existing policy to work assignments and apply a specific body of knowledge to solve problems; and to use theoretical principles in modifying and adapting techniques.

Skills & Competencies

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and, if required, undergo a National Police Record Check.
- Demonstrated expertise in sports education, with proven experience in sports administration, coaching, and event organisation.
- Strong organisational, time management, and problem-solving skills, with the ability to work effectively in a team environment.
- Demonstrated experience in the preparation, management, and administration of budgets.
- Ability to stay up to date with current curriculum research and initiatives in the field.
- Excellent communication and interpersonal skills in engaging with community partners, college administration, staff, students, and the public.