



JOB DESCRIPTION

SPORTS COORDINATOR

The general aims and objectives of this role are to:

- Extend opportunities for students to be involved in sports and other activities.
- Increase participation by students in these activities at all levels of ability.
- Foster interhouse competition.
- Organise the formal sports programme in the college.
- Promote and uphold college traditions and the ideals of the college's Cornerstone Values and Fair Play Charters.

Specific Tasks

1. Extending Opportunities –
 - Assist with organisation of regular team trips overseas.
 - Organise the hosting of visiting international sports teams.
 - Assist with organisation of the Year 9 Activities Week.
 - Organise activities during lunchtime breaks.
2. Increasing Participation –
 - Work with sports and house leaders to encourage participation.
 - Regularly promote sport and activities in assemblies.
 - Encourage students of all abilities to have involvement in sports and activities.
 - Use KAMAR to maintain a record of student participation.
3. Fostering Competition –
 - As per items 1 and 2 above.
4. Organising Formal Sports Programme –
 - Keep the sports calendar and set dates for upcoming events in consultation with the Senior Advisory Team (SAT).
 - Obtain SAT permission for different competitions and events.
 - Assist with all documentation required for different activities.
 - Overall organisation of the college athletics, swimming and cross country events.
 - Oversee the various sports in the college.
 - Organise sports information day.
 - Set and recover charges and subs for sports and activities.
 - Organise coaches (and managers where required) for all sports teams.
 - Purchase and maintain sports uniforms and sporting equipment – coordinate storage.
 - Meet regularly with coaches and managers to ensure smooth operation of the programme.
 - Visit sports teams on a regular basis when they are competing.

5. Encouraging Optimum Performance –
 - Organise the annual Sports Awards evening.
 - Publicise performances (especially those at high level).
6. Promote College Traditions and Ideals –
 - Inform all people involved in college sports and activities about the principles of Cornerstone Values and Fair Play.
 - Ensure that all people involved follow these principles.
7. Other Activities –
 - Be the first point of contact for all matters relating to sports at the college.
 - Attend sports coordinators' meetings.
 - Lodge applications (in conjunction with the Executive Officer) for funding on behalf of sports and other groups within the college.
 - Complete and manage online entries.
 - Help organise transportation for sports and other groups that are travelling.
 - Act as driver and manager for small groups of students.
 - Carry out other duties as required relating to sports and activities in the college.

Other Information

- The person appointed will be working closely with the existing Sports Coordinator.
- The job description for the position may vary and will be negotiated with the successful applicant.
- The hours of work will be flexible but will include evening and weekend involvement during the busiest parts of the school year.
- The person appointed will be expected to have a bus driver's license or obtain one (at the college's expense).
- Remuneration will be negotiated with the successful applicant and will take into consideration qualifications and experience.