

Primary Sports Coordinator (Rolleston School) – Role Description

Position:	Sports Coordinator – years 5-8
Organisation:	Selwyn Sports Trust
Responsible to:	Executive Officer – SST Principal – Rolleston School
Relationships:	Rolleston School years 5-8 teams; Team leaders, teachers & students Selwyn Sports Trust’s Activator Team Rolleston School Uniform coordinator
Term:	Fixed term, part-time (10hr/wk) position – 40-week school year in 2019

Role Purpose

The Sports Coordinator will work within Rolleston School to ensure effective and efficient coordination of the agreed upon sporting programmes and opportunities for years 5-8 students.

This role will lead to quality programmes that meet the various needs and interests of all year 5-8 students. It will enhance the profile of sport and Rolleston School and allow high levels of participation and achievement in sporting events and opportunities. All opportunities will be coordinated with safety and enjoyment at the forefront.

Position Expectations

The role of the Sports Coordinator is to;

- Effectively communicate all relevant information regarding years 5-8 sporting events and opportunities to key stakeholders.
- Ensure representation at agreed upon Selwyn Central Sports Zone (SCSZ), Canterbury Primary School Sports Association (CPSSA) events and other events like cricket, kī o rahi, Koru Games, weekly winter sport and so on.
- Effectively and efficiently complete and distribute necessary documentation for years 5-8 sporting events and EOTC.
- Liaise with the SST Activator Team to ensure involvement in the myriad of opportunities offered.
- Act as Rolleston School’s representative on the SCSZ committee.
- Act as secretary for all Rolleston School sport related correspondence, including zone entries.
- Provide Rolleston School BOT with a report at the end of each term detailing achievements against expectations.

Qualifications

- tertiary study/qualification ideally related to education or the delivery of sport.

Experience

- an understanding of the primary school education environment.
- an understanding of how to develop and maintain effective relationships with schools, community and sporting personnel.

Technical Skills and Knowledge

- planning and organization skills, particularly in the organisation and entry of sports teams and individuals.
- event and project management, and delivery experience.

Relationship and other capabilities

- Strong relationship building skills and the ability to work across the education and community sector.
- considerable experience in planning, managing, and prioritizing multiple and competing tasks and projects to meet deadlines and produce quality results.
- skilled innovative thinker and a superior ability to work with key insights to develop engaging solutions and appropriate implementation plans.
- a thorough understanding of how the sport and education sectors interact to deliver quality physical activity to primary age young people.
- excellent oral and written communication skills.
- creative thinking and problem solving skills.
- a strong commitment to customer service.
- demonstrated organizational skills and the ability to manage time and prioritise work with a flexible approach to workloads.
- ability to coordinate people, equipment and complete actions within agreed timeframes and budgets.
- ability to establish and maintain productive working relationships.
- energy, enthusiasm, creativity, lateral thinking, self-motivation and a sense of humour.
- have the skills necessary to contribute to a positive team environment and the willingness to support others in the team.
- a high degree of personal motivation and ability to work independently when necessary.

Corporate Accountabilities and Responsibilities

Policies and procedures

- Comply with Selwyn Sports Trust's (SST) Code of Conduct including its policies and procedures at all times.
- Uphold the Values of SST

Customer and community relations

- Present a positive image of SST by ensuring an efficient, courteous and professional service to Rolleston School and the sport sector at all times.
- Work with other staff members to resolve queries and issues

Continuous improvement and innovation

- Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient, and implement improvements where appropriate.
- Identify and propose additional business or service opportunities that enhance SST's existing capabilities.

Health and Safety

- Ensure all work is performed in accordance with the requirements of the Health and Safety policies, procedures and legislation.
- Report all incidents, hazards and risks to the immediate supervisor.

Teamwork

- Actively contribute to the team by looking out for others, supporting and empowering them and celebrating the success of others.
- Build successful workplace relationships by working cooperatively with others.
- Understand the priorities and drivers for other initiatives in the region, and work with programme staff to ensure SST contributes positively to those initiatives.

Training and development

- Undertake both internal and external training identified as relevant to the role.

Perform other duties as may be directed from time to time

- All duties must be carried out to the satisfaction of the responsible manager.