

JOB DESCRIPTION

Name of Employee:

Job Title: Sports Coordinator

Directly Responsible to: Principal

Direct Relationship with: HOD PE

Functional Relationship with: Principal, Deputy Principal, College Sport Wellington, Teachers involved with sport within the college, Students involved with sport at the college, Staff, Team coaches and managers, Parents

Key Tasks	Responsibilities	Expected Outcome	Performance Indicators
Maintain the Catholic Character of the College		A positive supportive atmosphere is evident in the school	
ADMINISTRATION			
Strategic plan – make sure we are meeting our yearly targets. Prepare an Annual report for the board.			
Census - keep an ongoing correct record of our participation across all codes.			
Assume responsibility for the college's sporting calendar.			
Receive and distribute material from College Sport Wellington, other schools and organisations to the appropriate persons, and			

act on those where no such person exists. Draws every week.			
Liaise with local clubs and organisations in both sport promotion and sport coaching.			
Maintain accurate records of material sent to College Sport or other schools and organisations.			
Manage the registration of all players in all codes. Need to develop good process online.			
Update sports database system – KAMAR.			
Organise Sports Awards and Sports exchanges.			
Put together a Newsletter once a term to promote all things sport for students, families and the wider community.			
GENERAL			
Represent the college at Regional and zone meetings of sports coordinators.			
Represent the college at sport related meetings when no other representative is available.			
Keep in regular communication with coaching staff.			
Recruit Managers/Coaches/Convenors for each code/team.			
Work to increase staff involvement with sports teams.			

Manage all inventories, sporting equipment and uniforms owned by SCC.			
Maintain and monitor a high standard of student appearance and behaviours by promoting our FAITH values.			
FINANCIAL			
Sports Fees, organise and oversee the collection of sports fees with Executive Officer.			
Assist with the preparation of sports budgets throughout the school.			
Oversee travel, accommodation and associated spending relating to school teams playing away from home or visiting teams.			
Responsible for ordering, purchasing, allocation and maintenance of sports equipment.			
Seek to provide ongoing sources of funding and sponsorship for sport.			

Name:

Appraiser's comments

PLD requirements

Adjustments to job description