



Position Information Document

POSITION TITLE	SPORTS ADMINISTRATOR
ESO GRADE	3
ESO STREAM	Administration
EMPLOYMENT TYPE	Permanent Part Time
HOURS PER WEEK	37.5
WEEKS PER YEAR	41

Position Overview

The College Sports Administrator works with the Sports Council to ensure the effective administration and functioning of the College Extra-Curricular sports teams in Football, Hockey, Netball, Soccer and Tennis. St Mark's College enters teams in these competitions with over 400 students involved in over 40 sports teams, who proudly represent the College community in the local Port Pirie Associations and contribute to growing our sporting tradition and strong reputation. We have good sporting facilities across two sites including two ovals, a sports centre and multipurpose hall, hockey and multipurpose turf surfaces. The College Sports Administrator is required to provide high quality service when dealing with administrative related queries of students, parents and the wider community, in person, via email and over the phone, ensuring that St Mark's Vision to "be a place of welcome, connecting faith, family, and education" is experienced by all who have contact with the Sports teams. The College Sports Administrator will have a background in sport, high level administration and organisational skills, and will have the ability to interact with the public in a positive, sensitive, and respectful manner, ensuring the College's professional image is always maintained.

Key Working Relationships in the College

- Principal
- Deputy Principal
- R-6 and 7-12 College Sports Coordinators and Individual Sports Coordinators
- Staff
- Students
- Parents

Key Working Relationships external to the College

- Sports Coaches
- Port Pirie and District Hockey Association
- Port Pirie Junior Football Association
- Port Pirie Netball Association
- Port Pirie and District Tennis Association
- Port Pirie Junior Soccer Association

Key Responsibilities

As the College Sports Administrator, you will work in accordance with the Vision, Mission, Values and Aspirations St Mark's College Strategic Plan.

Responsibilities include:

- Providing administrative support to the 5 Sports Coordinators to facilitate weekend sports teams
- Provide administrative support for registration of players and maintain accurate records of players and teams for all sports.
- Assisting with the registration of team coaches and facilitating induction
- Working with Team Sports Coordinators to organize and collate student nominations for teams
- Producing and distributing relevant correspondence to staff, students and families, including rosters, season and equipment information
- Assisting Sports Coordinators in scheduling grading, trials and team selection
- Receiving, responding to or referring as appropriate enquiries and concerns regarding the College and team selections
- Maintaining communication with Team Sports Coordinators
- Booking venues and coordinating training schedules
- Distribution of information related to fixtures
- Facilitating and communicating parent rosters
- Communicating information relating to changes and cancellations of games and trainings via social media and school communication flowchart
- Overseeing provision and maintenance of required equipment
- Coordinating submissions for Government Sports Vouchers
- Liaising with the school sport community and governing associations regarding nominations, fixtures and results
- Preparing first aid kits and coaches kit bags
- Working with Sports Coordinators to coordinate and facilitate Extra Curricular Sport assemblies each season (i.e. compiling relevant data)
- Working with Sports Coordinators to organise the end of season presentations for Sports teams

- Attending Sports Council meetings as secretary (please note TOIL provided for out of hours commitment)
- Support co-curricular sports activities as required
- Undertaking any other related duties as required by the Principal, Deputy Principal and Sports Coordinators.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

- Relevant, proven experience in an administrative or organisational role
- Experience in providing high level administrative support and sport coordination
- Outstanding and effective interpersonal and communication skills
- Outstanding organisational skills

You will need to demonstrate ability to:

- Complete set tasks accurately and on time
- Work within time constraints and manage deadlines efficiently
- High level interpersonal and communication skills to interact positively with all members of the school community and external parties to present a professional impression of the school.
- Ability to work under little direct supervision, analyse and plan approaches to problems and locate and evaluate information from a variety of sources to meet specified quality standards.
- Utilise reasonable discretion and judgement, take significant initiative and responsibility to apply solutions and take responsibility for own outcomes.
- Be self-motivated, proactive, organised, and able to work productively in a multi-faceted team environment.
- Be flexible and adaptable in your approach to work practices and management strategies
- Analyse current procedures and suggest and implement improvements where applicable
- Develop effective, cooperative, and collaborative working relationships
- Encourage positive team commitment and contributions through your commitment, enthusiasm, and energy
- Work effectively within a team environment to ensure all critical functions of the Sports Program are undertaken
- Maintain discretion and confidentiality in respect of all information relating to the College
- Show an understanding of the Catholic ethos and be supportive of the College's values and expectations with particular attention given to the Vision and Mission Statement of the College.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Adhere to CESA and College policies, including the Code of Conduct, to ensure safe, supportive and professional practices
- Show a commitment to continuous learning and service of the highest standard
- Represent the College in a friendly and professional manner

Additional information and requirements

- A Certificate IV in Administration or Business (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Some flexibility in hours of work may be required (with TOIL to be negotiated)
- Maintain activity based time sheet to determine future needs of the role in the College

You will be required to hold the following certificates:

- Working with Children Check
- Catholic police clearance (screening)
- First Aid (HLTAID012)
- Responding to Risks of Harm, Abuse and Neglect – Education and Care

WORK HEALTH AND SAFETY

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012