

POSITION DESCRIPTION

SPORT COORDINATOR

Position Title	Sport Coordinator
Employment Status	Permanent Part Time (37.5 hours, 45 weeks per year)
Classification	per the Wilderness School Enterprise Agreement 2025
Reporting To	Director of Sport and Recreation

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Our Values guide every part of Wilderness School's culture, relationships, teaching and learning programs and practices. At Wilderness School we expect our staff and students to promote, enable and nurture Respectful Relationships, Responsible Citizenship, Adventurous Learning & A True and Courageous Self.

Role Purpose:

This Sport Coordinator supports the Director of Sport and Recreation in delivering the School's co-curricular sport and recreation program by coordinating activities, events, coaches, and facilities. Acting as a point of contact for students, staff, and families, ensuring the smooth day-to-day operations, promotes participation, and upholds school policies and standards to enhance student wellbeing and school spirit.

Key Areas of Responsibility:

Sport and Recreation Program and Events
<ul style="list-style-type: none">• Assist the Director of Sport & Recreation (DOSR) with the management of co-curricular sports and recreational programs.• Be a point of contact for coaches and PE staff regarding scheduling of training and matches.• Be a point of contact for students in regards day to day coordination of scheduled activities.• Coordinate specific Sport/s as Directed by the DOSR.• Maintain the Schools Sport and Recreation equipment and facilities according to the direction and budget set by the DOSR• Work with DOSR to coordinate uniforms with the Uniform shop at the beginning of each sport season and for specific events.• Provide feedback to the DOSR regarding effectiveness of programs and activities.• Actively promote sport and recreational co-curricular activities within the School community.• Assist DOSR in managing major school inter school events and carnivals such as Summer and Winter Intercol, as well as individual and team participation in SAPSASA, IGSSA and SSSSA events.• Assist DOSR with coordination of inter house events. These include Swimming, Athletics and Cross Country.• Coordinate selection trials and processes for delegated sports.• Supervise a variety of sport and recreation fixtures and practices on a regular basis, including Saturdays on which sport occurs.• Support DOSR in ensuring policies and procedures are followed.• Coordinate all umpires and referees for all fixtures as required.• Coordinate the communication parents and the wider community regarding the Schools sports and recreation program via Verus• Support Director of Sport and Recreation in coordinating interstate events.

SPORT COORDINATOR

Coach Management
<ul style="list-style-type: none"> Recommend potential coaches and supervisors. Assist the DOSR with coach and staff absence and adjust staffing requirements as necessary. Ensure coaches and supervisors rosters are up to date each week. Advise DOSR on any concerns with coach standards and expectations. Report any incidents or hazards to the Director of Sport and Recreation in a timely manner. Ensure student attendance processes are followed using Clipboard
Committees and Community
<ul style="list-style-type: none"> Work with the DOSR assisting with various sport committees Act as proxy as required at committee meetings
Collaboration and Teamwork
<ul style="list-style-type: none"> Contribute to the team's achievement through collaborative work practices. Actively work together, share knowledge and practices. Deliver high-level customer service to internal and external customers.
Compliance and Risk Mitigation
<ul style="list-style-type: none"> Ensure compliance by adopting safe work practices and all statutory, legal and ethical obligations. Ensure compliance with Wilderness policies and procedures as well as reasonable directions. Identify and implement risk minimising strategies and practices.

Key Requirements:

<p>Qualifications and Experience</p> <ul style="list-style-type: none"> Experience in sports administration and/or relevant work. Proven experience using initiative, strategic thinking and problem solving. Exceptional administrative capabilities coupled with excellent communication and interpersonal skills and the ability to relate effectively and professionally to staff, students, parents and community members. <p>Desirable</p> <ul style="list-style-type: none"> Relevant tertiary qualifications and/or experience in sports administration Experience being involved with in a sporting club. Experience working within a School.
<p>Personal Qualities</p> <ul style="list-style-type: none"> Personal sense of initiative, enthusiasm, and high energy. Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality, and diplomacy. Commitment to high quality outcomes, including an attention to detail and highly developed communication skills. Outstanding organisational skills, planning, analytical thinking capabilities. A flexible approach to work and being adept at prioritising, remaining calm under pressure and managing multiple tasks to meet strict deadlines. Demonstrated problem solving capabilities – the ability to identify effective solutions, anticipate needs, and manage stakeholders A strong commitment to, and understanding of, the importance of sport (both competitive and recreational) in the development and education of school students Demonstrates a welcoming and mature approach with warmth and empathy towards the needs of parents, staff, students, and our school community. Ability to engage with girls with a warm, caring and friendly approach. Self-motivated with the ability to manage a busy work environment and competing priorities. Ability to provide effective, collaborative, dynamic, innovative and strategic leadership. Ability to work effectively as part of a team developing strong and trusting working relationships. This includes actively supporting decisions made by the Leadership Team and the Director of Sport and Recreation. Commitment to professional learning and continuous improvement through collaborative work practises. Understanding of and commitment to the Wilderness School Values.
<p>Conditions</p> <ul style="list-style-type: none"> Some flexibility with some out-of-hours work is a required component of this role. Work from any other metropolitan location as required. The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need. The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition, you are required to adhere to the School's Child Protection Policy.

SPORT COORDINATOR

Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: