



Avondale College Position Description

June 2024

AVONDALE
COLLEGE

Title	Sports Coordinator
Department	Sports
Reporting To	Director of Sport
Functional Relationships	HoD Health and Physical Education, High Performance Manager, Sports Coaches, Community Sports Organisations, parents, and sponsors
Purpose of Position	To provide leadership for the school's sport and physical recreation programme.

Key Result Areas	Expected Outcomes
Administration	<ul style="list-style-type: none"> • Attend regular meetings of staff in charge of sports/activities. • Coordinate Student Sports Council/Sports Prefect. • Assist with coordination of team entries and payment of fees. • Attend Regional Sports coordinator meetings. • Prepare sport and physical recreation budget. • Organise awards and prize giving ceremonies. • Promote Fair Play principles in sport and recreation programme.
Communication	<ul style="list-style-type: none"> • Establish effective liaison with RSD. • Ensure good communication channel within the school. • Ensure good communication channel between school and wider community. • Assist with preparation and presentation of annual report to Board of Trustees.
Increase participation	<ul style="list-style-type: none"> • Promote and publicise opportunities available within the school sports and physical recreation programme. • Target specific activities to increase participation. • Organise and coordinate lunchtime interhouse / interform sports and physical recreation programme. • Organise and promote major school sporting events.
Resource management	<ul style="list-style-type: none"> • Organise and coordinate system of issuing equipment for use by students at lunchtime.
Professional support and training	<ul style="list-style-type: none"> • Formulate and establish policy for organisation and running of sport and physical recreation in the school. • Develop and establish a training programme to meet the needs of coaches and officials – staff / students / parents/ community volunteers.

Key Result Areas	Expected Outcomes
	<ul style="list-style-type: none"> • Develop and establish a system to ensure the safety of all involved in the sport and physical recreation programme.
Facility management and stadium security	<ul style="list-style-type: none"> • Stadium allocation and bookings for lunchtime and after school use. • Ensure all sports teams and individuals are using facilities in accordance with stadium rules. • Stadium security. • Hockey turf.
High Performance programme	<ul style="list-style-type: none"> • Assist high performance with implementation of High Performance Programme.
Other tasks	<ul style="list-style-type: none"> • Complete other task/project related goals and objectives as delegated by and agreed to by Manager.

Person Specification

Experience/Qualifications

Desirable:

- Diploma in Sport and Fitness/Management or similar.
- Administrative experience.

Skills and Attributes

- Computer literate.
- Passionate about youth sport.
- Organised.
- Driven.
- Diligent.
- Flexibility (hours).
- Willingness to be directly involved in the co-curricular life of the school.

Name _____

Signed _____ Employee Date _____

Name _____

Signed _____ Manager Date _____