



ROLE DESCRIPTION

Sports & Camps Coordinator

Our Vision

Embracing our Catholic identity, we empower individuals to realise their potential as active, informed and compassionate contributors in an ever changing world.

Our Mission

Through the three pillars of Catholic Identity, Teaching and Learning and Wellbeing, we commit to:

- Nurturing faith and fostering positive, healthy and respectful relationships.
- Offering a transformative education that nurtures academic curiosity and personal growth.
- Providing an inclusive, equitable learning environment, prioritising the safety and wellbeing of all.
- Empowering students to uphold social justice and positively engage with the community through service and advocacy.

Our Values

Hospitality – Welcoming all

Service – Making the needs of vulnerable a priority

Respect – Where all creation is considered sacred

Hope – Developing resilience in bringing a sense of purpose

Trust – Speaking and acting with integrity

Aspiration – Illuminating our hearts and minds through the lamp of learning

Organisational Context

As a member of the College staff, the Sports & Camps Coordinator works with all members of staff, to plan and coordinate student activities - more specifically the student sports program and year-level camps – while actively supporting the wider student program within the College.

The Sports & Camps Coordinator would be expected to:

- Live the College Mission and Vision Statement
- Support all members of staff and the College community, while fostering positive relationships
- Work with a common purpose and with regard for all staff and students, with particular reference to promoting the College within the local community
- Always demonstrate and model professional and ethical behaviour within the College and the College Community

Areas of Responsibility

Camps Coordination

- Plan and organise year-level camps
- Organisation of the Year 7 and Year 8 Camp
- Any other duties as identified by the Leader of Student Wellbeing.

Sports Coordination

- Plan and manage the College's Sport Calendar - College Calendar to be populated with placeholders for planned Event dates by the start of the year, and updated when confirmed.
- Alert staff of impending events via school Intranet (SIMON Messages) and other means as appropriate.
- Organise Team Coaches/Supervisors as required
 - Organise student teams for coaches or when support is needed
 - Provide Team Coaches/Supervisors with a detailed plan of the expectations involved for any school representative sport.
 - Encourage all Team Coaches/Supervisors to conduct training programs in preparation for events.
- Ensure teaching staff, front office, Student Wellbeing Team are informed of absentees
- Liaise with the Daily Organiser regarding staffing needs for sporting events
- Submit Sporting Excursions for approval well in advance, via SIMON > School Activities, including all required (Risk Assessment and Budget) documentation
- Plan and coordinate the College House Swimming and Athletics carnivals.
- Manage the allocated Sports Budget, as directed by the Business Manager.
- Attend Sports Coordinators meetings called by the Black Ranges Division Coordinator or School Sport Victoria (as appropriate), using every opportunity to avoid unnecessary clashes between Black Ranges and St Brigid's College events.
- Be proactive to organise and provide student names & teams to School Sport Victoria early in the year, to achieve placement into appropriate Black Ranges competitions, when applicable.
- Ensure sports uniforms and equipment are maintained in good order and supply, and within the limits of the College Sport Budget.
- Ensure uniforms, equipment, first aid kits etc. are organised and released to coaches prior to competitions.
- Arrange for Sports reports and photos to be recorded at each sports event, and ensure these are forwarded to the School Development Officer for school promotions.
- Ensure transport is organised (in terms of relevant student safety, excursion, travel policies) for any teams competing away from school, and that appropriate permission and indemnity forms have been completed prior.

Other

- Plan, document and coordinate the Year 12 Graduation Dinner
- Plan, document and coordinate the Year 7 Welcome Family BBQ
- Any other duties as requested by the Principal.

Other Criteria

- Demonstrated understanding of, interest in and commitment to, the Catholic philosophy and ethos of the School.
- Appropriate qualifications or experience.
- Demonstrated commitment to on-going improvement in practice.
- Demonstrated ability to organise school programs and activities in a timely and effective manner.
- Demonstrated ability to bring a project to fruition
- Ability to prioritise tasks and work with effective time-management.
- High quality communication skills.
- Ability to be flexible as situations arise.
- Ability to work as a dynamic team member

Terms of Employment

- Hold a current Working with Children Check and obtain a satisfactory Police Check
- Hold a current and unrestricted Drivers Licence
- Preferably hold a MR Drivers Licence – school may assist in this regard
- Flexible and additional hours may be required to suit the needs of the College.
- This Position Description is subject to modification.

Award & Conditions	As per the CEMEA-2022
Title	Sports & Camps Coordinator
Classification	Education Support Employee Category B, Level 2
Time	Hrs to be negotiated
Reports to	School Operations Specialist and Leader of Student Wellbeing
Tenure	Ongoing

Prepared: Sep 2025	<u>Date</u>	<u>Comment</u>
Updated/Reviewed:		
Updated/Reviewed:		
Updated/Reviewed:		
Due for Review:	Oct 2027	