

## SAMUEL MARSDEN COLLEGIATE SCHOOL POSITION DESCRIPTION

<b>Job Title</b>	Sports & Active Recreation Coordinator
<b>Contract Type</b>	Permanent, full time, term time only
<b>Reports To</b>	Director of Sport & Active Recreation
<b>Working Relationships</b>	Teaching staff; Sports coaches, managers and volunteers; Community sports organisations, Primary Sport Wellington, College Sport Wellington, Parents and whanau

### The Marsden Vision - Inspired for a purpose

Achieving this vision involves laying the foundation for lives of meaning, accomplishment and genuine happiness, which we believe is the ultimate goal of education. At Marsden, we develop confident, independent, creative, lifelong learners who are challenged to reach their academic and personal potential in a warm and supportive environment underpinned by Christian values.

### Role Purpose

The key purpose of the Sports & Active Recreation Coordinator is to ensure the schools sports programmes and active recreation initiatives are operating effectively and efficiently whilst enhancing participation and providing equal opportunities for all students. To support the Director of Sport & Active Recreation in all aspects of the Sports Office, including the delivery of the [Sports & Active Recreation Plan](#).

### Key Performance Areas and Expectations

Key Performance Areas	Expectations
<u>Administration Support</u> <ul style="list-style-type: none"> <li>• Manage a range of sports programmes and school portfolios to provide equal opportunities to all students</li> <li>• Develop a wide range of active recreation initiatives to enhance participation</li> <li>• Manage all internal and external databases and systems including online registrations and police vetting</li> <li>• Ensure entries for all events and competitions have been processed</li> <li>• Oversee the sports website</li> </ul>	<ul style="list-style-type: none"> <li>• All individual information is correct and up-to-date</li> <li>• All coaches, managers and volunteers have current Ministry of Justice checks and driver's licences (when needed)</li> <li>• Players and teams are well informed of any event information</li> <li>• Coaches, managers and volunteers are well informed of any health and safety issues</li> </ul>

<ul style="list-style-type: none"> <li>• Organise and support any sporting related school event</li> <li>• Manage internal and external facility bookings, and uniform and equipment requests</li> <li>• Maintain participant and team lists and ensure health and safety and risk management forms have been completed</li> <li>• Manage all out of town events and competitions, including transport and accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• All players are accounted for whilst off campus</li> <li>• All events run smoothly and logistics are well managed</li> <li>• Facility bookings are allocated accordingly</li> <li>• All uniform and equipment inventory is kept up-to-date</li> <li>• Hazards and areas of concern are reported and followed up on in a timely manner</li> </ul>
<p><u>Communications and Partnerships</u></p> <ul style="list-style-type: none"> <li>• Establish and maintain all working relationships with school staff, third party providers and external stakeholders, including coaches, managers, volunteers, parents and whanau</li> <li>• Actively use all necessary communication channels within the School and also with the wider community</li> <li>• Work with the Finance team to manage invoices and ensure disbursements are accurate</li> <li>• Engage with the Marketing and Events team to promote events and celebrate sporting success</li> <li>• Develop relationships and collaborate with other school's sports departments</li> <li>• Maximise the use and sharing of school and community facilities</li> </ul>	<ul style="list-style-type: none"> <li>• All correspondence has been responded to in a timely and professional manner</li> <li>• All invoices and financial matters have been accounted for</li> <li>• Accurate event information and sporting success is shared publicly via social media and the sports website</li> <li>• Teams, coaches and managers are informed of competition draws and tournaments</li> <li>• Investigate and implement opportunities for facility sharing between schools and local communities</li> </ul>
<p><u>Planning, Participation and Promotion</u></p> <ul style="list-style-type: none"> <li>• Ensure all sports programmes and initiatives are well thought-out and communicated widely</li> <li>• Manage pre-season trials, in-season trainings and ensure all teams have coaches and managers</li> <li>• Initiate sports exchanges and active recreation sessions with other schools and providers</li> <li>• Provide and promote 'give it a go' sessions for all students</li> <li>• Provide and promote learning opportunities for student coaches and officials</li> </ul>	<ul style="list-style-type: none"> <li>• Students, coaches, managers and volunteers are well informed of events and competitions and aware of any specific timelines</li> <li>• Coaches, managers and volunteers receive the support that enables them to meet the school's objectives</li> <li>• All student coaches and officials receive the support that enables them to meet the school's expectations</li> </ul>

## Person Specification

The Sports & Active Recreation Coordinator will possess the character and competencies to ensure Marsden achieves its goals and objectives as outlined in the Sports & Active Recreation Plan.

They will:

- Have excellent communication and interpersonal skills
- Be extremely organised with proven ability to triage and manage their workloads
- Demonstrate high levels of integrity and professionalism
- Have an interest in sport and working with young children
- Have a strong eye for detail and ability to multitask
- Have awareness of cultural differences, including an understanding of tikanga Māori
- Establish and maintain positive working relationships with all internal and external stakeholders
- Be able to work flexibly and autonomously
- Show initiative and high resilience
- Hold a current full clean driver's licence and first aid certificate (desirable but not mandatory)