



**SACRED HEART
GIRLS' COLLEGE**

SPORT AND OUTDOOR EDUCATION ASSISTANT

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Sport and Outdoor Education Assistant assists with the administration, coaching, communication and general needs of the College's Sporting and Outdoor Education Programs. The Sport and Outdoor Education Assistant reports to the Director of Sport and the Director of Outdoor Education.

The Sport and Outdoor Education Assistant promotes the philosophy of the College as outlined in the Mission and Vision Statement. The Sport and Outdoor Education Assistant will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and Code of Conduct, and any other policies or procedures relating to Child Safety.

KEY RESPONSIBILITIES

- Assist with the scheduling and management of sporting trials and trainings.
- Assist with the coaching of sporting teams as required.
- Assist with the organisation of school carnivals and other sporting events.
- Assist with the planning and organisation of Years 7-10 Outdoor Education camps.
- Assist the Director of Sport and the Director of Outdoor Education with administration tasks as requested.
- Attend school camps and excursions as required.
- Attend CGSAV, SEGAP and other sporting carnivals and events as required.
- Maintain sporting and outdoor education equipment and resources.
- Maintain the sports storeroom including stock control and purchasing.
- Prepare equipment and kits for sporting competitions, events and camps.
- Perform video and camera tasks as required.
- Attend Sport and Outdoor Education meetings as required.
- Other duties as directed by the Director of Sport and Director of Outdoor Education.

QUALIFICATIONS, EXPERIENCE & SKILLS

Qualifications

- Successful completion of VCE.
- Current First Aid (incorporating CPR, asthma and anaphylaxis).

Experience

- Experience using Microsoft Office 365 and database systems such as Synergetic.
- Experience in the field of sport and recreation is desirable but not essential.

Skills

- Excellent verbal and written communication skills.
- Excellent organisational skills including strong attention to detail.
- Ability to prioritise, complete tasks to an excellent standard and meet deadlines in a fast-paced, quickly changing environment.
- Proactive approach to problem-solving with strong decision-making skills.
- Ability to maintain positive relationships while managing conflicting workloads and deadlines.
- Excellent IT Skills including an in-depth understanding of, and ability to use, MS Office suite, especially Word, Excel Power Point and Outlook.

VARIATION TO ROLE

The Principal, or delegate, may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

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| Reports to | Director of Sport and Director of Outdoor Education |
| Internal Liaisons | Staff, students and parents |
| External Liaisons | Sporting associations, venues, sports and outdoor education providers |
| Conditions | <p>Education Support Officer - Category B (Level 2, Subdivision 2)</p> <p>Part time 0.4 FTE – 15.2 hours per week to be worked across a minimum of 3 days.</p> <p><i>Due to the nature of the role, it is recognised that the position may require flexible start and finish times or involvement outside school hours. Some overnight and weekend work may be required. This may be in addition to the 15.2 hours per week and will therefore be paid accordingly.</i></p> <p>Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022</p> |
| Appointment Time | Fixed Term Contract (Parental Leave Replacement until 17 September 2027) |