



Position Description

Sports Program Coordinator

Sacred Heart Girls' College is a Catholic faith community enriched by the RNDM 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 nurturing 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 the school, local and global communities

About the Position

The Sports Program Coordinator is responsible for the organisation, administration and day-to-day coordination of the College sporting program, ensuring students are provided with inclusive, engaging and well-organised sporting opportunities that promote participation, wellbeing, teamwork and school spirit.

The Sports Program Coordinator coordinates interschool sport, House sport, carnivals and recreational sporting opportunities, while supporting a positive culture of participation across the College. With a genuine passion for sport and student engagement, the Sports Program Coordinator works to encourage broad student involvement and create positive sporting experiences that strengthen community and school pride.

Working closely with staff, students, families and external providers, the Sports Program Coordinator is responsible for maintaining efficient systems, communication and administration processes that support the successful operation of the sporting program in alignment with the mission, vision and values of the College.

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

Key Responsibilities

Coordination of the College Sporting Program

The Sports Program Coordinator oversees the organisation and delivery of sporting opportunities across the College.

Responsibilities include:

- Coordinate the provision of sporting opportunities across the College. This includes interschool sport, house sport, carnivals and other sporting activities.

- Promote student participation in sport and physical activity.
- Support the organisation of inclusive sporting opportunities catering for a range of student abilities and interests.
- Participate in relevant sporting networks and associations including GGSAV and SEGAP.
- Work collaboratively with the Director of College Organisation and Learning Leader Health and Physical Education regarding the planning and implementation of sporting programs and activities.
- Review and evaluate sporting programs and opportunities to ensure continuous improvement.

Student Participation, Engagement and Achievement

The Sports Program Coordinator supports student participation and engagement in a wide range of sporting opportunities and celebrates student achievement in sport.

Responsibilities include:

- Encourage student participation in sporting opportunities within and beyond the College.
- Develop inclusive sporting opportunities that cater for students of varying abilities and interests.
- Support student involvement in House sport, interschool sport and recreational sporting activities.
- Work collaboratively with the Learning Diversity Leader to support the needs of all students within the sporting program.
- Coordinate student sporting leaders and volunteers where required.
- Publicly acknowledge and celebrate individual and team sporting achievements through assemblies, newsletters, digital and social media, and publications.
- Promote sporting opportunities and achievements through Daily Messages, displays, newsletters and digital and social media.

Staff Collaboration and Community Engagement

The Sports Program Coordinator works collaboratively with staff, families and the wider community to support the successful delivery of the sporting program.

Responsibilities include:

- Work in partnership with the Director of Organisation regarding staffing requirements for sporting activities.
- Provide leadership and support to the Sport and Outdoor Education Assistant.
- Liaise with parents/carers regarding sporting participation and related matters as required.
- Keep staff informed about relevant sporting information, opportunities and expectations.
- Support staff involved in sporting activities to fulfil College expectations and responsibilities.
- Foster positive relationships with external sporting organisations, venues and providers where appropriate.

Event Coordination and Program Administration

The Sports Program Coordinator ensures the effective planning, organisation and administration of sporting events, activities and programs.

Responsibilities include:

- Lead and coordinate the organisation and running of College and interschool sporting events including Athletics Carnival, Swimming Carnival, Cross Country Carnival, CGSAV/SEGAP sporting competitions and other sporting activities and house events.
- Develop and maintain a comprehensive calendar of interschool, House and lunchtime sporting opportunities.
- Organise venue bookings, transport arrangements, staffing requirements and event logistics.
- Complete risk assessments and ensure all required documentation is prepared for sporting activities.
- Maintain accurate records in accordance with College policies and procedures.
- Prepare and monitor budgets and relevant expenditure in consultation with the Director of Business Operations.
- Oversee the maintenance and organisation of sporting equipment and resources.
- Review and update relevant sporting documentation and communication materials.
- Circulate relevant information, schedules and resources to staff, students and families.

Qualifications, Experience and Skills

Qualifications

- Victorian Certificate of Education or equivalent.
- Certificate II or equivalent in administration, business, events management, sport and recreation or other related fields
- Current First Aid and CPR qualifications, or willingness to obtain and maintain these qualifications.

Experience

- Experience coordinating or administering sporting programs, events or extracurricular activities within a school or community setting.
- Experience organising fixtures, carnivals, competitions, transport, venues and event logistics.
- Experience managing administrative processes including bookings, schedules, communication, budgeting and record keeping.

Skills

- Excellent verbal and written communication skills.
- Strong organisation and time management skills.
- Ability to manage multiple tasks and meet deadlines.
- Strong administrative and record-keeping skills.
- Attention to detail and accuracy.
- Ability to solve problems and respond calmly in busy situations.
- Ability to work both independently and as a member of a team.
- High level computer literacy and proficiency in using software such as Microsoft Office applications with a willingness to learn new packages as appropriate.

Variation to the Position

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.

Reports to	Director of Organisation
Internal Liaisons	Leadership Team, Learning Leader Health and Physical Education, Learning Diversity Leader, staff, parents/carers and students
External Liaisons	CGSAV, SEGAP, sporting associations, venues, suppliers.
Conditions	Education Support Officer - Category B (Level 2) Full Time: 8.00am – 4.00pm <i>Note: This position will require flexible start and finish times or involvement in sporting activities outside designated school hours.</i> Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment Time	Ongoing