



St Leonard's College

An education for life.

General Staff

Position Description

Position Title: Community Sport Administrator

Prepared: July 2021

Reports To: Director of Cocurriculum

Prepared by: Head of Human Resources

Position Purpose

Community Sport is a vital component of the St Leonard's College Cocurricular programs. This area includes community health, wellness and sporting initiatives and student non-compulsory sporting programs. Cocurricular sport can be undertaken by students at all years/levels of the College.

The Community Sport Administrator role is to support all areas of Community Sport across the College and an assistant in other sport areas as required.

At times the role requires the supervision of students at activities and overseeing the safety of students and staff.

Position Status

This role is a part-time term time position, Monday to Thursday 10.00am to 6.00pm.

Four weeks' annual leave, taken as part of College term breaks, plus College deemed shut down days, usually four per year is included.

Working Relationships

The Community Sport Administrator will work closely with the Director of Cocurriculum to provide administrative support where required.

The Community Sport Administrator works in collaboration with the College Sport and Cocurricular Administrator to ensure all community sport and cocurricular administration tasks are completed in a timely manner. This involves a shared responsibility, especially when multiple events are occurring across the College.

Duties and Responsibilities:

- The Community Sport Administrator will be responsible for the administration, venue accessing and general oversight, of the following, while not exhaustive, sports/activities across the college.
 - Sailing
 - Kayaking
 - Triathlon
 - Adventure Racing
 - Basketball
 - Netball
 - Golf
 - Chess
 - Lifesaving
 - Athletics including Run Club, Cross-country
- Assisting with ACS Carnival sports

- Assist with the promotion of community health and wellbeing
- House sport and carnival administration
 - Liaise with the relevant staff to ensure all information is up-to-date;
 - Process facilities bookings;
 - Ensure the administration of all House carnivals is completed in a timely manner.
- Cocurricular and Sport administration tasks
 - Liaise with College nurses to ensure medical details of students are up-to-date and that community sport coaches and leaders are aware;
 - Ensure cocurricular leaders and coordinators have entered student participation data on Synergetic in a timely manner for reporting and valedictory certificates;
 - Update notice boards.
- Ensure STL Link has relevant information of all community sport events, including; photo uploads, current and upcoming events across the College;
- Front of House reception duties responding to student, staff, parent and visitor enquiries;
- Share afternoon gate/bus duty from 3.35pm until the final bus leaves.

Any other task deemed appropriate for the role.

Essential Skills

- Demonstrate an ability to inspire and excite young people
- Excellent communication skills and the ability to work effectively with a wide variety of people – students, parents, teachers and professional & community bodies
- Excellent organisational, planning and time-management skills – includes planning of events and the timely dissemination of information to staff, students and community of upcoming events
- Ability to seek feedback and apply it to improve performance and community involvement
- an ability to be self-managing
- excellent communication skills and the ability to work effectively with a wide variety of people – students, parents and teachers
- excellent organisational, planning and time-management skills
- ability to seek feedback and apply it to improve performance
- high level computer, database and research skills
- level 2 or more first aid qualification, including yearly updates of CPR

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;

- has a strong commitment to OH&S;
- will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.