



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Assistant Sports and Camps Coordinator
Classification	Full Time
Position of Leadership	POL 1
Time Allowance	5 x 70-minute periods per 10-day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Staff & Operations Sports & Camps Coordinator
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	College Operations Team

Purpose of the Position

The Assistant Sports and Camps Coordinator is responsible to the Deputy Principal Staff & Operations and the Sports & Camps Coordinator for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures.

The Assistant Sports and Camps Coordinator is responsible for assisting in the overall planning, management and implementation of the College Sports and Camps Program. The focus is to maximise participation opportunities for students and to teach values consistent with the ethos of the College.

The Assistant Sports and Camps Coordinator will take a proactive approach to promoting all aspects of College Camps and Sporting events, maintaining a high level of logistical planning as part of this process. They will assist the Sports and Camps Coordinator to ensure adequate levels of safety and compliance and will seek to optimise the experience of all students in Sports & Camps.

The Sports and Camps Coordinator will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

The Assistant Sports and Camps Coordinator will play a central support role to the development of all Sports and Camps based events within the College.

The Assistant Sports and Camps Coordinator will collaborate primarily between the Deputy Principal Staff & Operations and the Sports and Camps Coordinator to deliver a comprehensive sports and camps program.

The broad duties of the Assistant Sports and Camps Coordinator will be to undertake work in the areas below:

- Support the development of programs which maximise opportunities for participation in a variety of sports, which will involve a range of SACCSS based events, alongside internally run and prepared options.
- Support the development of programs which maximise opportunities for participation in a variety of camps.
- In collaboration with the Sports & Camps Coordinator, organise, promote, review and develop the College camps program across the College.

- Assist in the organisation and promotion of the Athletics, Swimming and Cross-Country school carnivals.
- Develop, promote and coordinate the College's involvement in the competitions run by the Sports Association of Catholic Coeducational Secondary Schools (SACCSS).
- Attend and participate in meetings of SACCSS as required.
- Assist in the selection, induction and coordination of the coaching staff of the Premier League teams.
- Promote and monitor appropriate College uniform and equipment for representative teams.
- Develop, promote and coordinate lunchtime sporting activities for students.
- In collaboration with the Sports & Camps Coordinator, produce timely and effective documentation that supports the deliverance of all sports and camps programs
- Produce reports as requested, and monitor trends in the uptake of various sports and camp activities.
- Assist in the development of an e-Sports program, with the guidance of the Sports & Camps Coordinator.
- Collaborate effectively as part of the Operations Team.
- Other duties as required by the Principal, Deputy Principal Staff & Operations and/or Sports & Camps Coordinator.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- 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
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Demonstrated high-level organisational and administrative skills.
5. Highly developed interpersonal and communication skills.
6. An ability to work collaboratively and facilitate dynamic teamwork.
7. Demonstrated commitment to ongoing professional learning.
8. Highly developed leadership skills in a school and sporting based context.
9. High-level proficiency in event coordination involving sports and camps.
10. A sound understanding of the latest trends and developments in school-based camps and sports.
11. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal, Mr Jamie Madigan.

Applications close: 9am Monday 21 August