



## **Job Description**

### **Kiwi Sports Co-ordinator/ Sports Assistant**

**Responsible to:** The Co-Directors Unlimited Paenga Tawhiti

**Functional Relationships with:**

- Teacher in Charge Physical Education
- Community Sports Organisations and Regional Trusts
- School Sport Canterbury
- Parents and the Wider Community

**Position Goals:**

**A. Kiwisport – Sport and Physical Recreation Co-ordinator**

- Enhance the profile of sport and Physical Recreation within the school and the wider community.
- Initiate and implement a wide range of sporting and recreational activities for students to ensure they are participating in sport and physical activity.
- Promote and provide well organised, quality programmes and opportunities for students to experience sport and recreation.
- Other tasks and duties as negotiated and agreed with the Co-Directors and the Physical Education Learning Advisors.
- Setting up and maintaining relationships and sports exchange programmes with other schools
- Organising transport for Sport and inter-school Sports competitions
- Promotion of sports events to the Unlimited school community

**Performance Indicators within both roles:**

- There are effective administration, communication, promotion and reporting systems for each of the position goals.
- There are effective procedures and/or plans to give effect to the goals of each role.

### **Performance Indicators for the Kiwisport – Sport and Physical Recreation Co-ordinator role:**

- Logistical and practical support and assistance is provided to the Learning Advisors in charge of PE to support the development and implementation of the Sport program each term.
- Strong relationships exist with clubs, parents and outside providers to enhance the Sport and PE program.
- Teams and individuals are entered into secondary school competitions and events and as appropriate supported with coaching, training transport and equipment.
- The UPT gym program is available for students
- Attending the sporting events required by us to fulfill our obligation to Regional Sports Trust ie. Canterbury Secondary Schools Swimming, Cross-Country, Athletics and Road Race.
- Results of all sporting events associated with the school are posted in newsletters and on the school website.
- The schools sporting representatives and achievers list is collated annually.
- A student Sports Committee is established and supported to plan and run regular lunchtime sports events for all students.
- An accurate inventory of sports equipment and uniforms is in place and the use of equipment and uniforms is monitored.

### **Personal Attributes:**

- An aptitude for working with and supporting adolescents through the special character of the school, the school strategic focus and its distinct Look of Learning.
- Effective communication skills, including being able to take individual responsibility, work as part of a team and, liaise with the Co-Directors, members of the Senior Leadership Team, administration staff, Learning Advisors, students, parents and outside agencies.
- Good computer skills and the capability to maintain good records.

## **REMMUNERATION**

This role is a permanent, part-time position, term time only.

As per Education Support Workers Collective Agreement - Associate Class, Grade C.