



Sports Coordinator – Primary Position Description

Job Title:	Sports Coordinator – Primary
Tenure:	Position of added responsibility for three years
Allowance:	Financial remuneration in line with College salary scales
Time Allocation:	4 Periods per cycle
Reporting To:	Deputy Principal – Operations
Review:	Annual
Reviewer:	Deputy Principal – Operations

Purpose of the position

The Primary Sports Coordinator plays a vital role in promoting and facilitating a vibrant and inclusive sports program within the Primary School. This position involves planning, coordinating, and supporting sporting opportunities that align with the College's Christian values and educational philosophy.

Responsibilities

Program Coordination

- Organise and oversee the annual Primary School sports calendar, including inter-house and inter-school events (e.g., athletics, swimming, cross country);
- Coordinate participation in external sporting competitions and affiliations, such as SSV (School Sport Victoria) and Christian Schools events;
- Liaise with sports associations and other schools regarding fixtures, venues, and competition requirements.

Student Engagement & Development

- Encourage student involvement in sport and physical activity; ensuring a focus on inclusion, sportsmanship, and skill development;
- Identify and support students with athletic potential to access further training or representative opportunities.

Communication & Administration

- Communicate effectively with students, staff, and parents regarding upcoming events, trials, training, and competition details.
- Maintain accurate records of participation, results, and risk management procedures.
- Prepare reports and documentation for assemblies, newsletters, and College publications.

Staff & Volunteer Coordination

- Coordinate staff involvement in supervising and running sporting events and teams.
- Support and liaise with coaches, parent helpers, and officials as needed.

Resource Management

- Ensure sports equipment and uniforms are maintained and available for events.
- Work with relevant staff to manage sports-related budgets and purchasing.

Other Tasks/Responsibilities

- Meet regularly with the Deputy Principal – Operations;
- Meet with Sports Coordinator – Secondary, as required;
- Attendance at some out of hours events may be required;
- Additional to scheduled staff and professional learning meetings, attend and participate in all Coordinator meetings as requested from the Head of Primary/Deputy Principal – Operations.