

Thames High School

Te Kura Tuarua o te Kauaeranga



Role Description: Sports Coordinator Assistant

Position Title	Sports Coordinator Assistant
Responsible To	Business Manager / Sports Coordinator
Staff Responsible For	THS Sports Club Committee
Key Functional Relationships:	Sports Coaches and Managers, Community Sports Organisations Sport Waikato, Thames Valley Sports Associations/Clubs, Parents and wider school community, Sports coordinator and Active As Facilitators
Hours/ Days Employed:	10 hours per week, days negotiable, term time only Half hour unpaid lunch break when required to work more than 5 hours
Functional Delegations (Limits to Authority):	
Terms and Conditions:	The conditions of employment (including remuneration) are as stated in the Support Staff in Schools Collective Agreement (SSSCA); typically Grade B, dependent on experience.

The Role

The Sports Coordinator Assistant is essential to supporting participation and performance levels of students' in sport and physical activity. To assist our sports coordinator in managing the school sports codes by effectively providing highly skilled:

- Administration / Winter Team Sport administration
- Communication
- Human and Physical Resource Management
- Public Relations
- Community Involvement
- Active As student leaders coordinator

The position requires:

- The appointee to perform a range of tasks
- A wide range of skills, knowledge and experience involving the administration of systems already in place within the sports department



Key Responsibilities	Expected outcomes / Key Performance Indicators
<p>General Administration of Winter Sport teams</p> <p><i>Perform necessary administrative duties required to support the smooth running of the sports department at the school</i></p>	<ul style="list-style-type: none"> • Assisting the sports coordinator with team entries and payment of fees when requested. • Maintain KAMAR database. • Communicate fees to Accounts department. • Attend Sport Waikato, Thames Valley events when requested. • Assist in organising Sports prize giving. • Promote sports opportunities. • Complete EOTC procedures as necessary. • Complete Code of Conduct correspondence. • Book and coordinate transport. • Arrange team musters / trials • Allocate / stocktake of uniforms
<p>Communication</p>	<ul style="list-style-type: none"> • Social media weekly draws. • Assist with results collation. • Initiate, update, and utilise player/team information on the school's student data base. • Assist with current record of all exceptional performances for individual students in all codes
<p>Public Relations</p>	<ul style="list-style-type: none"> • The school will be promoted positively through the sports programme. • Information and certificates are passed on to deputy principals for distribution in assemblies. • Parent and other members of the community are kept well informed. • Promote Positive Vibes only
<p>Community Involvement</p>	<ul style="list-style-type: none"> • Community Involvement. • Taiohi / students who are unable to be catered for within school sport are offered opportunities within the local community. • Communicate with Kiwi Sport providers. • Gym bookings are monitored and controlled as per set bookings. • Facilitate 'thank you' letters for school sport volunteers. • Collate all Sport Surveys reviewing the season from volunteers and students. • Briefly summarise and make available data for review at THSSC management meeting.
<p>Active As Student Coordinator</p>	<ul style="list-style-type: none"> • Assist with Active As activities. • Gather student voice. • Collate data.
<p>General</p> <p>Expectations of all staff</p>	<ul style="list-style-type: none"> • Support the Vision, Mission, and Values of Thames High School / Te Kura Tuarua o Te Kauaeranga and adhere to its Procedures and Policies. • Behave in a professional manner, and in accordance with the Staff Code of Conduct at all times, maintaining positive relationships and sharing responsibility for the health and safety of all members of the community. • Maintain a focus of professional development for self and others as appropriate, including the completion of appraisal. • High standards of professional behaviour are always displayed when representing the school. • Confidentiality is always respected and maintained. • Maintain a high level of effective communication with all stakeholders.

