SPORTS ADMINISTRATOR

Review Date: May 2014

‘L earn to Learn, Learn to Live, Learn to Fly

Position Information Document

Sports Administrator

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COLLEGE VISION

Cabra Dominican College is a Catholic co-educational school with a student population of approximately 1050 students from year 6 -13. Founded in 1886 by the Dominican Sisters, Cabra has strived throughout its history to remain faithful to the Dominican tradition.

Vision Statement:

*Cabra Dominican College, as a Christian community in the Catholic Tradition, strives to nurture and develop the unique gifts of individuals, to liberate them in search for truth, and to empower them to create a better world.*

KEY WORKING RELATIONSHIPS

Sport Co-ordinator – day to day

Business Manager

The Principal
DUTY STATEMENT

Responsible for the administrative tasks of Cabra sports coordination which includes:

- Responsible for the publication and distribution of the weekly sports newsletter.
- Liaise with coaches and sport coordinator to collate information for newsletter
- Create weekly Cabra sport fixtures based on current sport programs; communicate regularly with other schools within association regarding changes to weekly fixtures
- Receive and ensure distribution of weekly away game fixtures
- Maintain intranet with up-to-date team lists and sporting information
- Minute taking at Sport Committee meetings (remove)
- Ensure correct paperwork is received for coaching staff including police checks, first aid certificates, coaching credentials
- Maintain coach database; process coach pays at the end of each term
- Communicate regularly with Cabra community regarding changes to draws, forfeits etc.
- Ensure correct paperwork is received for students playing in sporting teams, parent consent forms, medical information, payment of fees, correct sport uniform etc
- Word processing and printing as required.
- Coordinate sport events throughout the year i.e. MS Sport Awards
- Ad hoc duties as required

PERSON SPECIFICATION

The successful applicant will demonstrate:

1. Highly developed verbal and written communication skills
2. Ability to develop positive relationships and apply interpersonal skills in a team situation.
3. Ability to prioritise and meet deadlines
4. Highly developed organisation skills and attention to detail
5. Capacity to work autonomously with self direction and apply initiative when required

The conditions of employment are in accordance with the South Australian Catholic Schools Enterprise Agreement 2010.

OCCUPATIONAL HEALTH SAFETY AND WELFARE (OHS&W)

1. Support the development and maintenance of a best practice OHS&W culture within their workplace
2. Adhere to safe work practices
3. Encourage colleagues and others on the worksite to adhere to safe work practices
PERFORMANCE REVIEW

The Employee will undertake performance review on an annual basis. On the anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels set out in the South Australian Catholic Schools Enterprise Agreement 2010.

SIGNED ___________________________ DATE: ___________________________

Brian Schumacher

SIGNED ___________________________ DATE: ___________________________

Incumbent

ROLE REVIEW DATE DATE:____________________________

PERFORMANCE REVIEW DATE DATE:____________________________