



# Porirua College

## Job Description

---

**Position:** Sports Coordinator

---

**Responsible to:** Head of Faculty PE & Sport

---

**Relationships with:** Students, SLT, Staff

---

### Primary purpose:

- To increase the participation and performance levels of students in sport
  - To direct and manage the school's sport programme by effectively providing highly skilled administration, communication, community involvement, leadership, human and physical resource management, professional support and training, public relations and marketing and promotion
- 

### Responsibilities to the teachers:

- To liaise with teachers regarding sports students' achievements as they occur
  - To liaise with teachers regarding school assessments and sporting commitments as soon as possible for planning purposes
- 

### Responsibilities to the students:

- To coordinate team entries and payment of fees as per the school policy
  - Ensure students are aware of trainings, rep trials etc.
  - To coordinate fundraising events as required as per the school fund raising policy
  - Provide sports teams with support personnel (e.g. coaches, managers, referees etc.)
  - Provide students with sports handbook and contract which outlines fees, attendance required etc.
  - Establish and administer system for storage, maintenance issue and return of sport uniforms
- 

### Responsibilities to school management:

- To lead, manage and enhance the school's sport programmes and the people who participate in them
- Formulate short and long term goals for Porirua College sport
- Work within the PB4L School wide Guide
- Prepare and maintain sport budget
- Organise annual sports prize giving
- Report to the Board of Trustees as required including annual sports review
- Provide accurate team lists
- Ensure EOTC guidelines are adhered to

- Provide information for the school website, Kapi Mana etc.
  - Organise and attend College Sport Wellington dinner with students
  - Keep College Sport well informed
  - Attend Sports Coordinators meetings
- 

**Responsibilities to the coaching staff:**

- To provide accurate information regarding sports fixtures
  - To organise transport to sports fixtures
  - To organise team uniforms
  - To support the coaching staff as required
  - To adhere to PC school policies regarding fundraising, purchasing and the sports contract
- 

**Responsibilities to the parents:**

- To provide fees information to be added to school account
  - To adhere to PC school policies regarding fundraising when required
  - Liaise with parents to encourage college sport contribution
  - Ensure caregivers are aware of training times
  - Ensure parents are aware of consequences of non -payment of fees and uniforms not returned
  - Organise parent meetings for teams going on overnight trips
- 

**Experience:**

- Experience in sports administration preferred
  - Experience working with young people preferred
- 

**Skills:**

- Full drivers licence
  - Computer knowledge
  - Very good interpersonal and organisational skills
  - Communication skills
  - Problem Solver
-