



Sports Coordinator - Job Description

Key Areas	Performance Indicators
Sports Programme Leadership	<p>To create a Sports Programme document that outlines the school policies, processes, expectations of those involved with sport, code of conduct, and the annual programme. Meet regularly with the Sports Council (TIC of codes) that is responsible for managing the range of sporting codes for the year.</p> <p>Promote Sport as an important activity to be involved in and the overall Sports Programme to students within the school.</p> <p>Communicate relevant information of the Sports Programme to students, staff, parents and the community.</p> <p>Build and maintain positive relationships with relevant community sport associations, clubs and community groups.</p>
Manage, monitor and review of the Sports Programme	<p>Manage the ongoing Sports Programme throughout the year.</p> <p>Organise school wide sporting events e.g. athletics, swimming, cross-country</p> <p>Ensure each sporting code is managed and coached effectively.</p> <p>Coordinate and liaise with the managers, coaches and other supporters of the Sports Programme.</p> <p>Organise the annual Sports Awards evening.</p> <p>Meet regularly with the Principal.</p> <p>Each term, review the progress of the development of the Sports Programme and report to the Principal.</p> <p>Prepare an annual report to the Principal on the Sports Programme, which includes making recommendations for future programmes and resource requirements.</p>
Resources	<p>To ensure the relevant areas of the Sports Programme have the necessary resources.</p> <p>To purchase, manage and maintain the resources necessary for the sports programme. This includes sporting code budgets, uniforms, and sports equipment.</p> <p>To keep accurate records of all resources within the sports programme</p>

Name: _____

Signature: _____

Date: _____