



**ALL SAINTS'
COLLEGE**



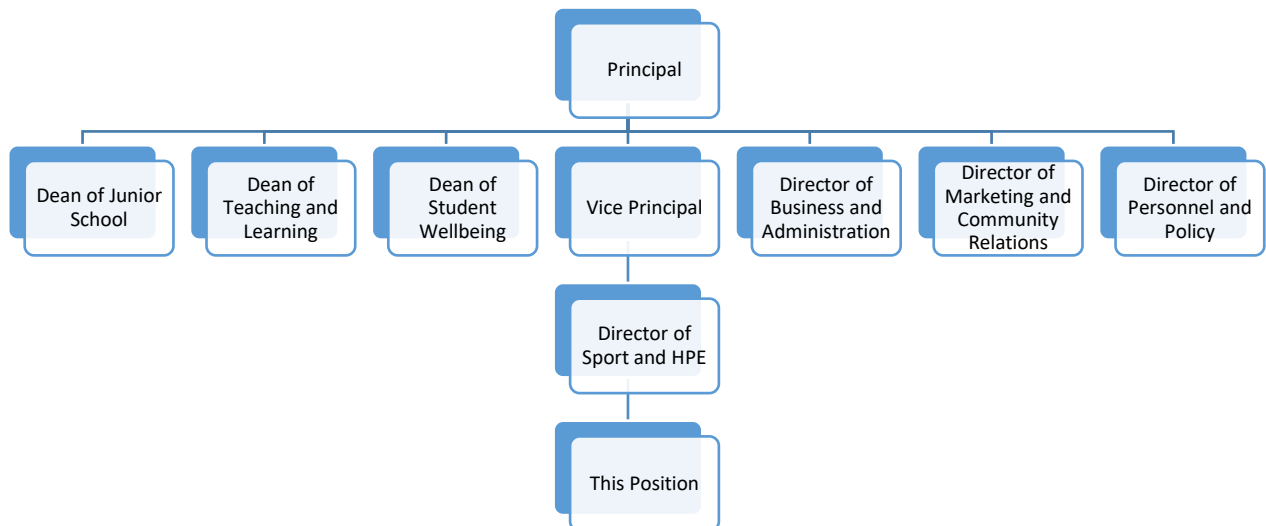
DUTY STATEMENT SPORTS INTERN (0.4424 FTE: 18.75 hours / week in term time)

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

The Sports Intern is directly responsible to the Director of Sport and Health and Physical Education, and hence the Vice Principal, and supports the planning, administration and running of the Sports program of the College, providing general support to the Health and Physical Education Department and the College.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Sports Intern will assist the Vice Principal, Director of Sport and Health and Physical Education, Sports Development Coordinator, Sports Administrator and other members of staff authorised by the Vice Principal and/or Director of Sport and Health and Physical Education to provide planning, execution of Sporting events and organisational support to the HPE Department and the College.

1. Administration

- (a) Use a calendaring system (Microsoft Outlook) to organise Indoor Sports Centre Bookings.
- (b) Use 'Book it' and 'Fix it' for any Indoor Sports Centre, HPE or OED Facility needs.
- (c) Administration and management of the College Gym – Koorliny.
 - i. Manage and oversee the membership process associated with the facility.
 - ii. Provide planning, organisation, and facilitation of promotional information for the facility.
 - iii. Overseeing the repairs and maintenance logs for the facility, keeping the area to a high standard.

2. Operational Support

Assist in any duties in relation to the planning and promotion of a variety of sporting activities throughout the year. Work collaboratively with other members of the HPE Department to ensure that all necessary tasks for sporting events are completed on time and are of high quality.

- (a) Provide planning, organisation and facilitation and general assistance for the Junior School and Senior School HPE Teams, as directed by the Director of Sport and Health and Physical Education.
- (b) Develop and manage key projects as identified by / in collaboration with the Director of Sport and Health and Physical Education.
- (c) Work closely with Sports convenors and other staff in collating and forwarding articles and photos for newsletters and other College publications.
- (d) Assist in the organising and setting up of Senior School and Junior School Interhouse Swimming, Cross Country and Athletics Carnivals.
- (e) Assist, where possible as an extra Staff member on off campus activities for ratios and duty of care for the HPE Department.
- (f) Assist with the logistics, equipment and general support of Lightning Carnivals for Junior School where required.
- (g) Assist with set up and/or equipment and overall facilitation for Junior School Interhouse Sport.
- (h) Undertake responsibility for tasks associated with sporting events such as setting up venues and organising equipment.
- (i) Assist in managing the Health and Physical Education Department's system for storage, maintenance and upkeep.
- (j) Stock-take of equipment where required.
- (k) Assist with Sports-related activities and functions linked with the Community Relations Department.

- (l) Assist with equipment and facility maintenance (e.g. mountain bikes/equipment storage).
- (m) Management of lost property around the Indoor Sports Centre.
- (n) Oversee the repairs and maintenance log for Indoor Sports Centre, Weights Room and Hard Courts.
- (o) Support other College activities endorsed by the Vice Principal and/or the Director of Sport and Health and Physical Education or by a staff member authorised by Vice Principal and/or the Director of Sport and Health and Physical Education.
- (p) Pursue relevant professional development, as directed by the Vice Principal and/or the Director of Sport and Health and Physical Education.

3. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all staff and students are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Comply with Occupational Health and Safety requirements in the workplace.
- (f) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (g) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

4. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

December 2020