



Sports Coordinator

Job Description

Name: XXX
Position: Sports Coordinator
Responsible to: Director of Sport, Business Manager, Deputy Principal - Sport
Reporting to: Director of Sport

The focus of this role is to support the day-to-day running of sport at Long Bay College and work closely with the Director of Sport to achieve our strategic goals of increasing participation, developing performance pathways, and promoting sporting excellence. This involves collaboration with students, staff, coaches, parents, and the wider community.

The primary objectives of this position:

- Sport Administration and Operations
- Event Coordination
- Strategic Planning
- Marketing Communication and Promotion
- Systems, Data and Digital Management
- Health, Safety and Compliance
- Community and External Engagement

Key Tasks

Sport Administration and Operations	<ul style="list-style-type: none">• Coordinate the day-to-day management and delivery of sport across the College.• Administer registration systems, fixtures, and results.• Support Coaches & Teachers who are in charge of sporting codes with team administration and logistics.• Liaise effectively between students, coaches, parents, and external sporting bodies.• Disseminate information from College Sport Auckland, regional, and national bodies to relevant codes.• Manage the distribution and record-keeping of sports uniforms.• Handle complaints and queries within the sports department, escalating where appropriate.• Upload fees and manage payments through Kindo and other online platforms.
-------------------------------------	---

Event Coordination	<ul style="list-style-type: none"> • Plan and organise team trials, selections, and communication processes. • Coordinate in-school sporting events, such as Staff vs Prefects games, House competitions, Athletics Day, Alumni Sports Day & Sports Awards. • Support the organisation of community engagement events, one-day tournaments, and primary school sport days. • Assist with the organisation and supervision of EOTC (Education Outside the Classroom) events, ensuring compliance with health and safety regulations.
Strategic Planning	<ul style="list-style-type: none"> • Support the Director of Sport in implementing the school's Sport and Active Recreation Strategic Plan. • Contribute to long-term planning, goal setting, and reporting for sport and co-curricular participation. • Identify opportunities to grow participation, develop new sports, and improve pathways for students. • Assist in budget planning, resource forecasting, and allocation of funding and equipment.
Marketing Communication and Promotion	<ul style="list-style-type: none"> • Promote school sport through newsletters, social media, and the school website. • Celebrate student and team achievements through regular communication and visual displays. • Contribute to the promotion of a positive sporting culture, encouraging participation and school spirit. • Liaise with local clubs, and external partners to enhance visibility and reputation of Long Bay College sport.
Systems, Data and Digital Management	<ul style="list-style-type: none"> • Maintain accurate records of student participation, team entries, results, and achievements. • Manage online systems for registration, payments, and communication (e.g., Kindo, EnrolMy, TeamReach). • Track and report participation statistics, fees, and results for internal and external reporting requirements (e.g., NZSSSC Census). • Keep uniform, equipment, and facility inventories up to date.
Health, Safety and Compliance	<ul style="list-style-type: none"> • Support the development and implementation of health and safety practices for all sports and EOTC activities. • Complete and maintain risk assessments, incident reports, and relevant documentation. • Ensure Police vetting, driver checks, and appropriate supervision levels for coaches, volunteers, and managers. • Promote safe use of equipment and facilities, including the College Fitness Centre.
Community and External Engagement	<ul style="list-style-type: none"> • Build and maintain relationships with local primary schools, clubs, and sporting organisations. • Organise and support community sport days, coaching clinics, and partnership events. • Foster positive relationships with parents, alumni, and community partners to grow sport pathways and opportunities. • Represent the College at local and regional sports meetings and professional networks.

Person Specifications:

- The position requires initiative, flexibility and an affinity with young people.
- Strong organisational and time-management skills.
- Excellent interpersonal and written communication skills.
- Proficiency in Microsoft Office and experience using online systems (e.g., Kindo, SchoolBridge, Kamar).
- High attention to detail with the ability to manage multiple tasks and deadlines.
- A passion for sport, youth development, and community engagement.
- Experience in Netball and/or Volleyball administration.
- Knowledge of EOTC and Health & Safety processes.
- To be a positive role model for students by:
 - Maintaining personal standards of dress and presentation appropriate for a member of the teaching profession.
 - Observing professional standards of behaviour at all times while at school or on school-related activities.
 - Valuing excellence and personal achievement.
 - Demonstrating a commitment to the welfare of others.

Accountability:

To participate in an annual Professional Growth Cycle, which will be designed to highlight personal strengths and achievements, identify any professional development needs and help focus on the key tasks and responsibilities required by this position.

Job Description Approved By:

Signed: _____ [Name] Date: _____

Signed: _____ CJ Healey, Principal Date: _____

NOTE: This job description is intended to focus on the important tasks and responsibilities of the position. This job description is not intended to be restrictive nor limit the tasks and responsibilities to only those described above.