



Expressions of Interest

Sports Administrator Traineeship

The College has an exciting opportunity of a one-year Sports Administrator Traineeship commencing in January 2023.

Expressions of interest are welcome from current Year 12 students. The successful candidate will be physically fit, enjoy practical learning and be prepared to undertake training in sport. The one-year traineeship will be particularly valuable for people considering career pathways in the education or sport industries.

The Sports Administrator Trainee will be keen on participating in a variety of sports and physical education and looking to complete a Certificate III or IV in Sport and Recreation or similar.

Experience in team sports, capacity to organise programs and willingness to set up practical classes will be valued.

The Sports Administrator trainee position will attract a National Training Wage and superannuation.

Applications should be submitted by **Thursday 17 November at 4pm**, addressed to the Principal and emailed to the Director of Human Resources at hr@parade.vic.edu.au.

Candidates should refer to the attached below Position description and information on the required Application Process.

PARADE COLLEGE SPORTS ADMINISTRATOR



The Sports Administrator is appointed by the Principal and is responsible to the Principal through the Dean of High Performance Sport. The Sports Administrator works with the Dean of High Performance Sport, the Learning Area Leader, Health and Physical Education and the Sports Coordinator to support the students and staff in the areas of Sport, Physical Education and Recreation.

POSITION OBJECTIVE

The trainee will provide administrative, organisational and 'hands on' support to the Sport, Physical Education and Recreational programmes. This position requires organisational and high quality communication skills when dealing with both staff and students on a daily basis.

Duties and Responsibilities

- Be part of a team that fosters a climate of active participation in the College's sporting program.
- To collect and email all Parade ACC results to the Sports Coordinator.
- Ensure that the sports store is maintained in neat condition at all times.
- Identify equipment to be repaired and replaced.
- Conduct and maintain an audit of sport equipment and identify equipment to be repaired and replaced.
- To launder sport uniforms as required.
- To organise, maintain and distribute sports kits for both training and game days.
- Organise sporting equipment for single PE Classes.
- To organise coach support folders containing necessary documents and team sheets.
- Assist the Sports Coordinator with the preparation and organisation of House Athletics Carnival.
- Assist with organisation and coordination of the Year 7 Intra School Sports Program
- Attend camps and excursions
- Assist the Physical Education staff with the set up and teaching a Physical Education Classes.
- Assist with the coaching of Parade teams involved in the ACC Competition.
- Assist with sporting lunch time programs
- Assist office and maintenance staff during holidays
- General office duties as required.
- Other duties as directed by the Principal.

Skills & Experience

- Strong interest in Sport and/or teaching
- Basic computer skills
- Ability to prioritise workload
- Must have working with children check
- A level of expertise in cricket and or basketball would be an advantage
- An interest in photography is welcomed

Hours of Duties

- The Sports Administrator is expected to work a 5-day week from Monday to Friday from 8.00am to 4.00pm for each of the 4 school terms. You would not be required to work during the school holidays.
- It should be noted that the ACC Sports Competition which Parade is a member plays sport on a Tuesday, Wednesday and Thursday afternoon, with games commencing at 1.30pm. The Sports Administrator will be required on occasions to work after 4.00pm on these ACC competition days and time in lieu to be located when this occurs.

Terms and Conditions

- This position will attract the National Training Wage and superannuation.
- There is also the expectation of completion of Certificate III or IV in Sport and Recreation during the traineeship.
- The traineeship position is available for a tenure of one year, during the 2023 school year.

APPLICATION PROCESS

In order to be considered for the Sports Administrator Traineeship position at Parade College for 2023, applicants must provide a:

- Cover letter expressing an interest in the Traineeship;
- Completed 'Application for School Officer' form available on the [College Website Employment page](#); and
- Resume / Curriculum Vitae

Applications should be addressed to the Principal and emailed to the Human Resources Coordinator at hr@parade.vic.edu.au.

Applications close **Thursday 17 November 2022 at 4pm.**

Please contact the Director of Human Resources for enquiries at hr@parade.vic.edu.au or telephone 9468 3755.

Parade College is a child safe employer and is committed to the safety, wellbeing and protection of all children in our care. All potential employees will be required to comply with the College's Code of Conduct and Child Safe Policy and will be subject to employment checks in accordance with this policy.