

Sports Coordinator

We are seeking a motivated and energetic Sports Coordinator to promote, lead and support our Ōtūmoetai College sport vision where our students are at the heart of everything we do. The successful applicant will have the necessary aptitude to encourage participation, engagement in sporting activities and explore new possibilities and promote our vision through action.

Key responsibilities are to facilitate, and in some instances lead, programme delivery, coach development, sponsorship & funding.

Successful applicants will have:

- Strong organisational and administrative skills.
- Strong interpersonal skills – the ability to build relationships with students, staff and our wider community.
- Strong communication skills and experience in a range of communication platforms.
- Leadership skills – being adaptable, strategic thinker, creative, self reflective, able to motivate and empower others.
- The ability to work under time restraints and have good time-management skills.

This is a permanent position – 40 hours per week, term time only.

Applications close on the 8th July 2026 at 4pm.

Interviews will take place in the afternoon of the 14th or 16th July 2026.

All applications must be made on the school application form.

This can be found on our school website together with the job description.

Please submit your application with a cover letter and CV to

supportvacancy@otc.school.nz