

Job Description – Sports Coordinator

Programme Delivery, Coach Development & Strategic Funding.



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Sports Coordinator
Reports to	Director of Sport
Working Relationships	Principal, SLT, Director of Sport, Sports Coordinators, Students, Staff, Teachers in Charge of Sport (TiC), EOTC Coordinators, Coaches & Managers, Student Sport Council, Whanau. Local, regional and national sporting organisations, Sport Bay of Plenty and funding partners

Employment Status: Term Time Only / 40 hours per week

Purpose of the position

The Sports Coordinator is responsible for the planning, coordination and delivery of designated summer and winter sports programmes. The role supports coach development, leads sponsorship and funding initiatives and ensures all sport delivery meets school expectations, EOTC compliance requirements and strategic objectives.

Key Responsibilities	Appraisal Indicators
Sports Programme Coordination	To coordinate and oversee effective planning, administration and delivery of designated sports programmes
Coach Development – ŌTC Coach Development Framework	To support and strengthen coaching capability
Strategic Funding & Grant Acquisition	Oversee the OTC Coach Development Framework Implementation.
Events & Department Contribution	Organise the annual sport awards
Leadership & Relationships	Maintain positive working relationships

Tasks and Duties

Sports Programme Coordination

- Liaise with TiC's of Sport and EOTC Coordinator to plan & deliver designated sports programmes.
- Communicate sporting opportunities and events to students.
- Manage all team and event registrations for regional, national & international competitions.
- Complete all EOTC documentation and obtain SLT approval when required.
- Arrange travel and accommodation for all events and tournaments and oversee the logistics.
- Ensure all relevant event information including student payments, permission slips and relevant medical information is complete.

Coach Development – ŌTC Coach Development Framework

- Oversee the ŌTC CARE Coach development framework.
- Facilitate a coaching Community of Learning to promote collaboration and shared growth.
- Support planning and review of coach professional learning opportunities.
- Assist in delivering a comprehensive and consistent coach induction process.
- Support TiC and coaches to align practice with the strategic vision of Ōtūmoetai College Sport.

Strategic Funding & Grant Acquisition

- Develop and implement a strategic funding plan aligned to the annual sports calendar with priority focus on high-cost events.
- Identify opportunities and apply for local, regional and national grants to reduce participation costs.
- Work with other members of the college in identifying funding opportunities when required.
- Ensure all funding accountability requirements and reporting obligations are completed accurately and on time.
- Build and maintain positive relationships with funding agencies and community partners.
- Monitor and review the overall cost of sport annually and provide recommendations aimed at improving accessibility and equity.

Events and Department Contribution

- Lead the organisation and coordination of the annual Ōtūmoetai College Sports Awards.
- Support the delivery of Sport Awards, Sports Code prize-givings and Sports Expo.
- Attend Ōtūmoetai College Sports Department, Finance and relevant school meetings as required.
- Represent the school at Sport Bay of Plenty meetings and relevant secondary school sport meetings when required.
- Attend sporting events to support and enhance the profile of Ōtūmoetai College Sport.

Leadership & Relationships

- Support the implementation of the strategic vision for sport at Ōtūmoetai College.
- Uphold high standards of student behaviour across all sporting environments.
- Establish and maintain positive working relationships across the school community.
- Build direct relationships with regional, national and international sporting organisations.
- Act as a role model demonstrating leadership, integrity and commitment to sport.

General Responsibilities

Health & Safety & Wellbeing

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff.
- Understanding and honouring the Tiriti o Waitangi in all actions and decision making, relating to partnership, participation and protection.
- Contribute to a safe working & learning environment.
 - Practicing safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks.

Declaration:

Approved by:	
Date Approved:	
Reviewed:	
Appointee:	
Date Appointed	