

# Job Description



Hunter Valley  
Grammar School

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**Position Title:** Co-Curricular and Sports Coordinator

**Reports to:** Head of Co-Curricular Sport – K-12

**Award/Agreement:** Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

**Classification:** Clerical Officer Level 2

**Date Last Reviewed:** 29 February 2024

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## Position Summary

The Co-Curricular and Sports Coordinator (CCSC) reports to and works closely with the Head of Co-Curricular Sport – K-12 (HoCCS). They are largely responsible for the administrative function of the Hunter Valley Grammar School (HVGS) Co-Curricular and Co-Curricular Sports Program, in consultation and under the direction of the HoCCS. The CCSC will also work closely with the Director of Experiential Learning & Co-Curriculum (DoEL).

## Key Responsibilities

### Administration

- Provide support to each of the co-curricular sporting activities that HVGS offers and liaise with the HoCCS as to the sporting needs, including but not limited to costings, compliance and risk management strategies.
- Assist with the logistical, preparation and administrative functions of a range of School sporting events and Co-Curricular programs to enhance student participation and the professional obligations of the sporting staff.
- Assist the DoEL and HoCCs with the management and creation of co-curricular groups within the Student Management System (SMS) and any other systems as required.
- Be one of the major contact points for students, parents and the wider sporting community all whilst upholding the values of HVGS in every communication.
- Provide assistance with the commendations processes in collaboration with key staff.
- Manage the bookings of the School's Sporting facilities.
- Manage the Referee requirements of the School's sporting activities, in conjunction with the HoCCS.
- Prioritise staff, students and parents needs and demonstrate dedication to meeting their expectations by quickly and effectively solving problems and building credibility and trust.
- Effectively use the School's SMS to maintain formal records and information required by the School.
- Other duties as directed.

### Coaching & Student Talent Development

- Have the ability to provide coaching guidance and support for key HVGS representative and club sports.
- Support and coach students with off-site competitions, which may include weekend sport.
- Develop positive relationships with students and promote a culture of active participation, sportsmanship and striving for personal best.

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- Support and champion HVGS Values and Code of Conduct in all co-curricular sporting activities.
  - Work cooperatively and collaboratively across work areas to improve outcomes for students.
  - Support HoCCS with the process of trialling and nominating students for sporting teams and pathways i.e., representative teams at HRIS, CIS AICES, etc
  - Comply with all coaching expectations as indicated in the HVGS Sports Handbook.

### **Core Expectations**

- Maintain strict confidentiality with respect to the School's business.
- Display a strong commitment to the strategic direction of the School.
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
- Demonstrate overt support for the School values.
- Develop and maintain positive working relationships with stakeholders; particularly during times of organisational disruption.
- Be able to work as part of a team and autonomously.
- Be an active problem solver and provider of solutions.
- Actively maintain and promote a safe, healthy and clean environment for staff, students and the HVGS community.

### **Selection Criteria**

- Effective and proficient administration skills that are complimented with a high level of attention to detail and accuracy.
- Experience and knowledge of NSW sporting pathways for various sporting codes (HRIS, AICES, CIS highly desirable).
- Strong commitment to, and understanding of, the importance of sport (both competitive and recreational) in the development and education of school students.
- Developed interpersonal and communication skills and proven experience in engaging, motivating, and inspiring within and beyond their team.
- Proven dedication to customer service and continuous improvement.
- Displays strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage several competing tasks.
- Ability to:
  - Develop positive, empathetic, collaborative relationships with a wide range of internal and external stakeholders.
  - Display empathy, enthusiasm, commitment and strong work ethic.
  - Be flexible, agile, positive and resilient to operate and adapt in a dynamic environment.
  - Pick up new skills and learn new systems quickly.
  - Or willingness to coach a variety of sports on a as needs basis.

### **Qualifications**

- Relevant qualifications in administration, exercise or sport related field is highly desirable.
- Required - Working with Children Check – Paid Employee.
- Current CPR and First Aid certificate (or willingness to obtain).
- Open Driver's License (Light Rigid preferred)
- Sport-specific coaching qualifications are highly desirable.