

JOB DESCRIPTION

JOB TITLE: Sports Co-ordinator

REPORTS TO: Centre Manager

RESPONSIBLE FOR:

The Sports Co-ordinator is responsible for devising, implementing and running of the sports programmes in the centre, reporting to the Centre Manager.

MAIN DUTIES AND RESPONSIBILITIES:

- Liaise with Centre Managers, Activity staff and Group Leaders
 - Devise a varied and interesting sports programme of both indoor and outdoor sports
 - Create tournaments and draw sheets
 - Liaise and coordinate with the Sports Assistant
 - Implement the sports activities with students between the ages of 11 & 17 years of age
 - Follow health and safety procedures and guidelines. Report any accidents or incidents to Centre Manager
 - Look after and keep an inventory of all sports equipment. Report loss or damage
 - Monitor and maintain proper field and facility conditions and set up equipment for games and activities along with the Sports Assistant
 - Ensure all students get involved and feel included
 - Supervision of and participation in a comprehensive range of fun activities two evenings per week
 - Lead and supervise on and off site activities and excursions when required, through active participation
 - Maintain student behaviour and ensure the safety and welfare of students at all times
 - Be prepared and fully informed for the activities and tours
 - Any other duties, as required.
- (This list is not exhaustive)

PERSON SPECIFICATION:

Excellent knowledge of rules and organisation of sports/games
Excellent communication and organisational skills
Fluency in English language
Competent sportsperson
Outgoing personality, with responsible attitude

Flexible approach to the working day
Previous experience working with teenagers and in a team
Ability to create and sustain working relationships, including young adults
Interpersonal skills
Ability to work on own initiative, as well as to take direction
Coaching and/or refereeing experience, as well as experience running activities desirable

CIRCUMSTANCES:

Indicative Hours;

5 afternoons per week – Monday to Friday, depending on business requirements but normally from 12.00 to 5.30 pm (if sports are not required on some afternoons you will be scheduled for an afternoon activity)

2 evenings per week 7pm to 10pm - Evenings will be confirmed weekly

1 full day excursion per week – Saturday / Sunday. Hours are dependent on the destination but indicatively 8am to 6pm

Additional hours may be required.