

Position Description



Volunteer Position Title:	Club Leadership Team – Sport Coordinator
Time Commitment:	Minimum 2 years Approximately 3 - 5 hours per week and attendance at Club LT meetings. Must be available evenings and weekends.
Reporting To:	Chair - Club LT
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check • Reference Checks • Working with Children check or equivalent in State/Territory • Hold a Level 1 (or equivalent) Coaching Certificate in at least one sport in which SOA participates

Description of the volunteer role:
<p>The Club Sports Coordinator is responsible for planning, promoting, implementing, supervising and coordinating the Club Sports Calendar.</p> <p>The role ensures that club training and competitions are organized according to the schedule, at a high standard and adhere to the SOI sports rules. The role will also provide required support and advice to sports specific coordinators within the club.</p> <p>The ideal candidate will have sports management / development experience along with strong relationship building skills.</p>

Key Responsibilities:
<ul style="list-style-type: none"> • Plan, promote and implement Club Sports Calendar • Assist in coordinating inter-club competitions with the State Sports Coordinators • Oversee compliance with the SOA code of conduct by all members of the Club • Compliance with all WH&S legislation and SOA WH&S Policy • Assist Club LT with the Club Accreditation process – every 2 years • Responsible for increasing athlete numbers within the Club in conjunction with Club Vice Chair

Competencies, Skills, Experience, and Education:		
Competencies / Skills	Essential	Desirable
	<ul style="list-style-type: none"> • Excellent organisational and communication skills • Well-developed interpersonal skills • Excellent time management ability • Strong computer literacy and capability to maintain accurate records 	<ul style="list-style-type: none"> • Understanding of relevant WH&S requirements • Current First Aid Certificate or willingness to obtain one

Experience / Education	Essential	Desirable
	<ul style="list-style-type: none"> • Minimum of 2 years relevant experience in sports coaching and/or management • Current Level 1 (or equivalent) Coaching Certificate in an SOA recognised sport • Proven experience in effectively managing multiple stakeholders • Current Class C driver's license 	<ul style="list-style-type: none"> • Experience in Club level sports program

Performance Area	Key Tasks	Performance Indicators
Sport Development	<ol style="list-style-type: none"> 1. Plan, promote and implement the annual Club sporting calendar each year; 2. Assist in coordinating inter-club competitions with the State Sports Coordinators; 3. Provide support to sport specific coordinators in the club 4. Ensure compliance to WH&S policy in all sport activities conducted by club. 5. Ensure all sport coaches within the club hold valid coaching qualifications and first aid certifications. 	<ol style="list-style-type: none"> 1. Work with relevant stakeholders to deliver effectively on the Club Sports Calendar; 2. Competitions delivered and recorded high athlete satisfaction as per agreed KPI's set by SOA; 3. High engagement and low turnover of sport specific coordinators; 4. Sport specific coordinators adequately trained to ensure WH&S policy compliance.

Key Relationships And Interactions:	
Internal	SOA staff, State LT and members, Club LT and members, Sport Specific Coordinators, Athletes
External	Families and Carers, Sport Facilities and Management

Special Olympics Vision, Mission, About Us, and Athletes Oath	
SOA Vision	Everyone with an intellectual disability has the opportunity to participate in sport
SO Mission	We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.
About Us	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia.
Athletes Oath	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."