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| <b>POSITION TITLE:</b>      | Sports Centre Coordinator                       |
| <b>CLASSIFICATION:</b>      | Contract – 12 months with a possible extension  |
| <b>REPORTS TO:</b>          | Community Services Manager                      |
| <b>PLACE OF EMPLOYMENT:</b> | Sports & Recreation Centre, Cherbourg           |
| <b>HOURS OF DUTY:</b>       | 72.50 hours per fortnight (minimum requirement) |

### POSITION OBJECTIVE

Efficient, well organised, and self-motivated person, showing strong commitment to staff and training.

Emphasis on leadership and motivation in a challenging environment will require excellent communication skills.

Develop new activities and ensure that current programs improve in quality, with the aim of program best practices.

Committed to building a diversity of programs and activities and overseeing the development, implementation and evaluation of Centre programming for participation growth, with a primary focus on Sports Development for the local community.

### KEY RESPONSIBILITIES

- Developing and promoting a broad and balanced range of activities and sporting programs and effectively managing and coordinating all bookings and requests to use the facilities.
- Undertake cost analysis and be responsible for arranging all associated logistical and physical requirements to ensure a positive outcome and experience for all users.
- Staying abreast of the current environment and working collaboratively with the Steering Committee to develop and implement a Sport and Recreation Plan and ensure the continued development, increased patronage and maximum use of facilities.
- Supervision and development of the Sports Centre staff, including workload monitoring, delegation of duties, training and development requirements, performance management and other issues impacting on staff.
- Alignment with the Cherbourg Sport and Recreation Operational Plan, that is part of the Department of National Parks, Sport and Racing funded program.
- Maintain positive relationships with clients and community stakeholders and oversee the running of all events ensuring sporting facilities are accessible to all community members.
- Working closely with the Steering Committee and Community Services Manager to oversee the financial activities for the Sports Centre and ensure that accurate information is available to management including:
  - Allocation, monitoring and accounting of funding for all asset management activities
  - Assist with budget preparation
  - Timely and accurate preparation of reports, statistics, financial summaries, submissions and proposals
- Identifying external funding opportunities that may enhance sport and rec programs at the Sports Centre and on the whole community and to work with the steering committee to develop these applications.

## EXTENT OF AUTHORITY

- Accountable to the Community Services Manager for performance of the position.

## ORGANISATIONAL RELATIONSHIPS

This position supervises: 2 Sports & Recreation staff

Internal Liaisons: Community Services Manager

External Liaisons: Commonwealth and State Government Agencies, all members of the community

## HOW WILL YOU BE ASSESSED FOR THIS ROLE?

Your merit will be assessed based on the following **Key Capabilities** as they relate to the role:

### Cultural Capability

- You are able to communicate effectively with Aboriginal peoples and Torres Strait Islander peoples and you have knowledge of both cultures and societies from a historical and contemporary perspective.
- You recognise and articulate the interests of Aboriginal peoples and Torres Strait Islander peoples and you are able to consult in accordance with cultural protocols if required.

### Achieve Results

- Thinks outside the box and proactively seeks to identify improvements with regards to service delivery and how resources are utilized.
- Manages internal and external relationships
- Written and verbal communication is clear and concise.
- You build and sustain positive networks and work collaboratively with others to achieve results.

### Engages and connects

- Develops good relationships and cooperation in the team and with other colleagues and key stakeholders to achieve outcomes.

### Personal Drive and Integrity

- Takes the initiative required to meet goals and progress work
- You model ethical behaviours and consistently apply those ethical standards to yourself and others, while being consistent in word and actions

## IMPORTANT INFORMATION FOR APPLICANTS

- This position has secured funding for a 12 month period with the possibility of funding for a further 12 months, subject to achieving key outcomes.
- Successful applicants will be required to work across an expanded span of hours including evening and weekend work per the requirements of the Sports Centre and in agreement with management.
- Applicants must nominate (or provide a written reference from) an Aboriginal person or a Torres Strait Islander person who can attest to their knowledge, skills or experience to demonstrate cultural capabilities as required. This person may be a community member, supervisor or work colleague.

## SELECTION CRITERIA

- Minimum of Diploma level qualifications in Sports Administration, Recreation or Fitness
- Well-developed office administration and computer skills
- Excellent organizational and time management skills
- Ability to work effectively in a team and be flexible/responsive to business needs
- The ability to effectively plan, prioritise and organize one's own time and work commitments
- Excellent task management skills
- Knowledge of Occupational Health and Safety practices and Risk Management principles
- Demonstrated experience in working with Aboriginal and Torres Strait Islander young people.
- A current Working with Children Blue card or the ability to obtain one.
- A current Senior/Apply First Aid Accreditation or the ability to obtain one.
- A current drivers license is essential

## HOW TO APPLY

Unless stated otherwise, your application should be comprised of:

- a **statement (not more than 3 pages)** that summarises your skills, experience and achievements against the key capabilities within the context of the role you are applying for; and
- a **current resume** containing details of 2 referees. At least one referee should have a thorough knowledge of your work over the past two years as your manager or supervisor.
- **Your statement and resume should be forwarded attention to Julianne – HR Officer, Cherbourg Aboriginal Shire Council. You can drop in to our Council Office at 22 Barambah Ave, Cherbourg QLD or email through to [hr@cherbourg.qld.gov.au](mailto:hr@cherbourg.qld.gov.au).**