



**ALL SAINTS'  
COLLEGE**

## Duty Statement

# SPORTS INTERN

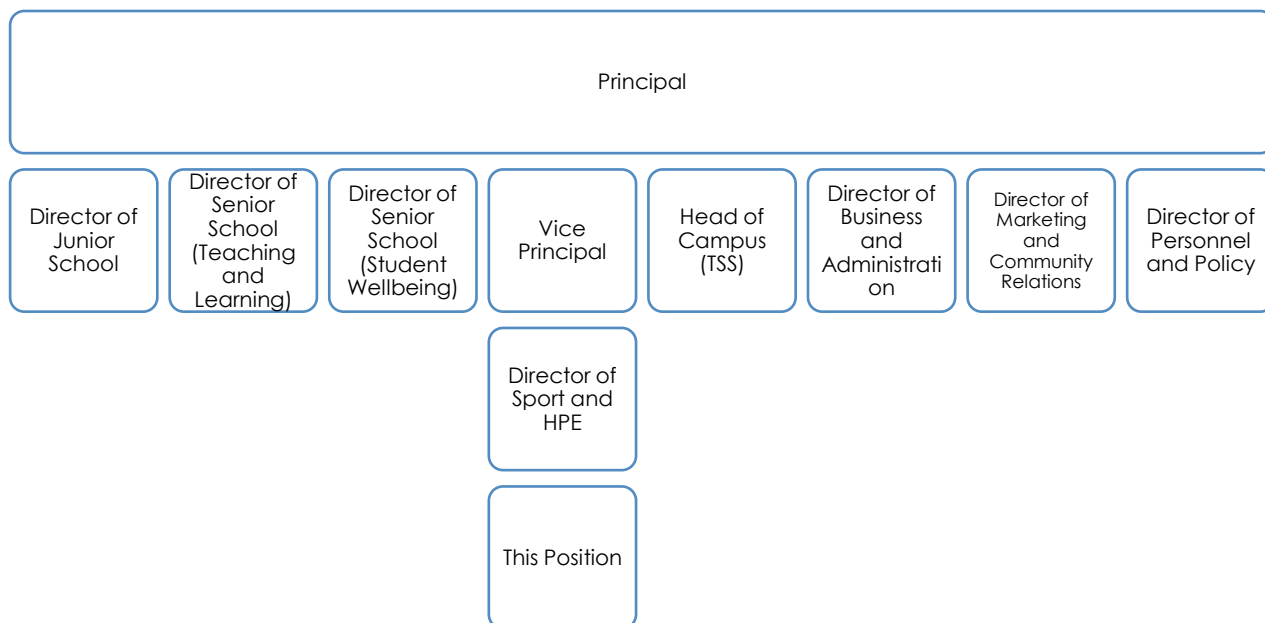
**(10 hours per week plus additional flexible hours for excursion/incursions as required)**

*All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.*

## POSITION PURPOSE

The Sports Intern is directly responsible to the Director of Sport and Health and Physical Education, and hence the Vice Principal, and supports the planning, administration and running of the Sports program of the College, providing general support to the Health and Physical Education Department and the College.

## ORGANISATION STRUCTURE



## KEY RESPONSIBILITIES

The Sports Intern will assist the Vice Principal, Director of Sport and Health and Physical Education, Sports Development Coordinator, Sports Administrator and other members of staff authorised by the Vice Principal and/or Director of Sport and Health and Physical Education to provide planning, execution of Sporting events and organisational support to the HPE Department and the College.

## Administration

- a) Administration and management of the College Gym – Koorliny.
- b) Manage and oversee the membership process associated with the facility.
- c) Provide planning, organisation, and facilitation of promotional information for the facility.
- d) Overseeing the repairs and maintenance logs for the facility, keeping the area to a high standard.

## Operational Support

- a) Assist in any duties in relation to the planning and promotion of a variety of sporting activities throughout the year. Work collaboratively with other members of the HPE Department to ensure that all necessary tasks for sporting events are completed on time and are of high quality.
- b) Provide planning, organisation and facilitation and general assistance for the Junior School and Senior School HPE Teams, as directed by the Director of Sport and Health and Physical Education.
- c) Develop and manage key projects as identified by / in collaboration with the Director of Sport and Health and Physical Education.
- d) Assist in the organising and setting up of Senior School and Junior School Interhouse Swimming, Cross Country, and Athletics Carnivals.
- e) Assist, where possible as an extra Staff member on off campus activities for ratios and duty of care for the HPE Department.
- f) Assist with the logistics, equipment and general support of Lightning Carnivals, interhouse and ACC sport for Junior and Senior School where required.
- g) Assist with Sports-related activities and functions linked with the Community Relations Department.
- h) Management of lost property around the Indoor Sports Centre.
- i) Support other College activities endorsed by the Vice Principal and/or the Director of Sport and Health and Physical Education or by a staff member authorised by Vice Principal and/or the Director of Sport and Health and Physical Education.
- j) Pursue relevant professional development, as directed by the Vice Principal and/or the Director of Sport and Health and Physical Education.
- k) Assist school sport development coordinator with Collation of interhouse carnival results for both IH scores and producing ACC squads.
- l) Creation of class resources for PE, PES and ODE classes
- m) Restock the H/PE and Static Medical Kits around the College at the beginning of each term.

## Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college.
- (c) Attend staff meetings as required and, on occasions, extraordinary meetings.

- (d) Where possible, promote and assist in the extracurricular programme of the College, interacting with staff in activities outside the set daily timetable.
- (e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- (f) Maintain professional confidentiality concerning information about staff and/or students.
- (g) Strive to implement productivity, quality, and service improvements on a continual basis.
- (h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (i) Comply with Occupational Safety and Health requirements in the workplace.
- (j) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (k) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- (l) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

December 2023