



Position Description

Title:	SPORTS TRAINEE
Responsible to:	PRINCIPAL
Report to:	SPORTS COORDINATOR
Tenure:	Term 1 – 4 2024
Hours of Work:	Monday - Friday 8.30am – 4pm

The role is a 12-month employment opportunity through the AFL Sport Ready program hosted by St Francis Catholic College. Trainees are paid in accordance with the National Training Wage. A trainee's salary is based on a 38-hour week and is determined by the year they finish school.

The Sports Trainee is expected to commit to the Catholic Ethos of the College and carry out the role in a manner that reflects the Vision and Values articulated in the College Mission Statement in accordance with the College Strategic Plan and the School Improvement Plan.

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none">• Demonstrate understanding of the ethos of a Catholic school and its mission.• Demonstrate understanding of the Church's teachings and the Catholic staff member's role in the mission of the Church.• Demonstrate capacity to instil in students respect for each other by modelling the teachings of Jesus Christ.
Pastoral Care and Child Safety	<ul style="list-style-type: none">• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.• Provide students with a child-safe environment.• Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Current Working with Children Card• Current Police Check
Key Responsibilities and Duties	<ul style="list-style-type: none">• Work with both Melton and Cobblebank campuses to fulfil key responsibilities and duties.• Work with the Sports Coordinator to coordinate all College & SACCSS Carnival Competitions and events.• Manage House and SACCSS Athletics Carnival and training sessions.• Manage House and SACCSS Swimming Carnival and training sessions.• Manage House and SACCSS Cross Country training sessions.• Coordinate Year Level or House based competitions.• Assist the Sports Coordinator to organise the SACCSS Carnival team selections and staffing.• Advise the Sports Coordinator of College Sports developments or issues.• Complete the sports storeroom and uniform equipment audit monthly.

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> • Maintain, re-stock and clean all sports first aid kits and sports kits. • Input data from Interschool Sport scorecards onto SACCSS website. • Actively confirm upcoming sporting events including dates, times, and venue locations with the other school. • Set up and cross-check parent permission slips for sports events in PAM. • Enter athletics and swimming data on SportsTrak and SACCSS athletics and swimming carnival data on Team Manager. • Liaise with sporting coaches to organise team lists and equipment requirements. • Wash, dry and fold sports uniforms after SACCSS events using laundry facilities in the Health & Physical Education storeroom. • Organise and order ribbons and medals for all swimming and athletics events. • Assist sports coaches to ensure sports uniforms are returned after each game. • Coordinate staff and student house colour assignments. • Coordinate and order staff lunches for sporting carnivals.
Organisational Relationships	<ul style="list-style-type: none"> • Internal: Sports Coordinator and staff coaches. • External: SACCSS, Melton City Council – Sports Track, Melton Waves, parents.
Professional Development	<ul style="list-style-type: none"> • Undertake a Certificate III in Sport and Recreation or Certificate IV in Sports Development.

SELECTION CRITERIA	
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting and reportable conduct). • Be a suitable person to engage in child-connected work.
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work independently on a range of complex administration tasks. • Effective time management and ability to work to strict deadlines. • Strong ICT skills including use of Microsoft Word and Excel. • Strong planning and organisational skills. • Effective written and oral communication skills. • A driver licence is preferred but not essential. • Ability to work collaboratively as an effective team member.