

SCHOOL SPORTS COORDINATOR

1. Introduction:

The School Sports Coordinator has overall responsibility for leading all sports-related activities, handling the administrative end sports events and working with other staff to manage different sports programs that are in place for students. He/she is responsible for implementing sports rules, abiding by the standards of the appropriate sport, training PTIs and physical education instructors, and ensuring that students are given an opportunity to play and compete at multiple venues. He/she is responsible to report to the Principal via Section Head(s).

2. Conditions of Employment/Appointment Criteria

Appointment to be created only if the school has all the levels i.e. Preschool till Senior school level.

3. Qualification:

- Masters in Physical Education
- Personal achievement in any sports at the National or International level

4. Experience:

The position requires:

- the appointee to lead, manage and enhance the school's sports and physical recreation programme and the people who participate in it
- a high level of skills in a variety of sets, detailed knowledge of sports education and young people and proven experience in sports administration
- close relationships with external organizations.
- minimum of five years of experience at middle school/collegiate / professional level organization.

5. Skills:

- Excellent **communication skills** which enable a sports events coordinator to interact clearly and effectively with the stakeholders
- Good **interpersonal skills** to build and maintain healthy relationships with students & staff in order to enhance or foster good results in sports events. Ability to easily get along with other individuals and be a good team player.

- **Organizational and self-management skills** and composure, which involve the ability to be composed and calm during the coordination of various activities even when under pressure
- Sound and **adequate knowledge** of modern trends in the sporting world
- **Good time management skills**, which involves the accurate management and implementation of plans on time in order to boost the chances of attaining set goals or objectives.

6. Job Description:

Sports Coordinator shall:

- take 14-16 sport's periods per week
- have an understanding of APSACS sports policies and procedures
- be responsible for the leadership and administration of all school sports including setting the school sports calendar in line with APSACS Centralized Sports Calendar.
- maintain accurate program documentation (lesson plans, monthly reports, incidents, behaviour logs, attendance and sign-in /sign-out sheets).
- ensure policies and procedures are being followed and implemented by school sports teachers/PTIs.
- ensure all sports competitions are well organized
- work with House Coordinators to ensure that House activities are well organized
- serve as a point of contact for issues relating to sports during all activities
- work with school sports teachers to promote sport as a healthy activity for students that can assist their physical and emotional well-being, their ability to work collaboratively and their leadership and physical skills

Planning and Coaching

Sports Coordinator shall:

- plan and coordinate sports on weekends effectively, in a timely and collaborative manner.
- schedule sporting games /matches for participants to compete
- make recommendations to the Principal related to sports concerns

- travel with team and coordinates travel logistics
- coach a variety of sports programs that are part of APSACS Sports Policy
- ensure the availability of sports equipment and supplies
- coordinate with external organizations for sports competitions

Relation with students and parents

Sports Coordinator shall:

- ensure that all students get encouragement and opportunities to participate in school sports teams
- teach sports ethics to the students (fairness, integrity, responsibility and respect)
- maintain good relations with parents to achieve their confidence for sending/allowing their wards to participate in in-house and outstation sports competitions and trainings.
- ensure that the behaviour of players in all sports teams is maintained at a high standard and behavioral issues are followed up effectively with proper counselling.
- ensure the health, safety and well-being of children in the program by providing close supervision of all activities
- be able to communicate with, advise, and counsel athletes from a wide range of social, ethnic, and cultural backgrounds

Administration & Staff

Sports Coordinator shall:

- actively participate in all school training sessions, designated meetings and special events as a helping hand
- work with the school administration and staff to ensure effective planning and organization of administrative tasks relating to regional or zonal competitions
- prepare lists for School's Annual Sports Awards