



## POSITION DESCRIPTION

TITLE: Basketball Co-Coordinator  
HOURS:  
REPORTS TO: Principal via the Business Manager and the Director of Sport  
COMMENCEMENT: Jan/Feb 2023

### Position Overview

LIAISON WITH: Director of Sport  
PDHPE Teachers  
Students  
Parents  
Business Manager

PHILOSOPHY: The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other educational institutions. Administrative and support staff are provided to give management support and technical assistance to help the school provide the best possible learning environment.

Honesty and integrity are the first of the Pittwater House Core Values and are important to staff attitude in the School's administration. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws.

### Conditions of Employment

The terms and conditions of employment are according to the current version of the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021*. This position is classified as a Level 4 School Assistant.

### Role Purpose and Overview

#### Responsibilities

The sports program at Pittwater House is vibrant and growing rapidly across all year levels and sports in School-based, pathway and community based sporting competitions.



This position reports to the Director of Sport and is full-time. The standard hours on campus will be 7.00am to 3.00pm 2 days per week and 10am to 6pm 3 days per week (Monday to Friday), with a 30 minute break for lunch. Some flexibility is required to accommodate attendance at Basketball games and training sessions before and after school both on and off campus.

The purpose of this role is to deliver all aspects of the Basketball programs at Pittwater House. The role will promote Basketball as an enjoyable, healthy sport for students from Years 3 to 12 of any ability in a safe and friendly environment. The Basketball Coordinator will foster and encourage good sportsmanship amongst all participants. They will work across multiple year groups under the supervision of the Director of Sport and as part of a small team. This role will also assist the Sports Department with other school based extra-curricular sports programs when required.

Clear and professional communication with staff, parents and students regarding sports training and fixtures is a critical requirement of this role. Travel to offsite training and competition venues, predominantly within the Northern Beaches or adjacent LGAs is also required.

#### **Detailed Duties:**

- Under the direction of the Director of Sport, develop, encourage, and grow participation in Basketball within Pittwater House
- Develop and review training modules for coaching staff
- On a regular and rotational basis attend training sessions to monitor and mentor coaches
- Ensure facilities are booked and available for training sessions and that equipment is suitable and available
- Where required coach individual teams
- Manage and administer the registration of Pittwater House teams into appropriate competitions in a timely manner
- Promote and communicate the availability of opportunities to play for Pittwater House amongst the student population, including representing the School in Interschool sports
- Communicate with coaches, team managers, parents / guardians and players regarding the timing and location of all games and training
- Write or arrange game summaries from coaches / team managers for Pittwater House publications including organising appropriate team photographs.
- Take responsibility for the general maintenance of equipment and facilities
- Maintain uniform and equipment journals
- Attend school sports events and excursions
- Represent the school professionally and maturely
- Communicate with students and teachers
- Assist the Sports Department with all school based extra-curricular sports programs and sport enquiries
- Prepare Sport Updates, Newsletters and other communications as required



## Essential Criteria

- National level 1 or higher basketball qualification
- Strong customer relationship management skills
- Able to work in both an outdoor and office environment
- Strong administration and IT skills across MS Office and other software systems
- Strong communication skills including email correspondence and written work
- Flexible and resilient approach and ability to maintain a sense of humour
- Proven ability to meet deadlines, time manage, multi-task and prioritise tasks
- Excellent interpersonal skills, ability to work, engage and communicate effectively with internal and external stakeholders
- Ability to work within and understand the value of being part of a team
- Accuracy and attention to detail
- Current driver's licence
- A passion for sport in a school environment
- Current NSW Working with Children Check (or ability to obtain one)
- Understanding of risk management, child protection and safe sporting environments

## Desirable Criteria

- A minimum of 4 years coaching experience preferably within a school with a strong background in Basketball
- Demonstrated evidence of a commitment to sport
- Experience in working in a school or sporting organisation, exposure to competition management and coordination
- Enhanced drivers' licence – MR or Bus qualification would be helpful as would experience with trailers and manual vehicles
- Level 2 First Aid Certificate and CPR certification
- Post school qualifications in sports administration or a related field
- Knowledge of current and developing trends in youth sport

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

This role will be further developed to utilise the individual strengths and initiatives of the incumbent. There will be a review of the role on an annual basis.