

Sports Extra-Curricular Coordinator ELC – Year 12

Position Description

Position Title:	Sports Extra-Curricular Coordinator ELC – Year 12
Reports To:	Sports Program Coordinator (ELC-12)
Nature of Employment:	Ongoing, Full-time contract, 46 weeks per year
Classification:	Grade 4, Level 4
Commencement Dates:	January 2027

Emmaus Christian College is an independent, non-denominational Christian school. We provide high-quality Christian education to children and young people from Christian families who are actively involved in their local church, and to other families who fully support their children's involvement in the Christian teaching, life, and expression of the school.

Our College operates as one school supported by a centralised leadership team, offering a continuous and seamless education pathway from Early Learning to Year 12 across three locations: Brooklyn Park Campus (Early Learning to Year 6), South Plympton Campus (Foundation to Year 12), and the Reynella Early Learning Centre.

Through providing excellence in education, our aim is that young people will:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

Key Purpose

The Sports Extra-Curricular Coordinator plays an integral role in the effective coordination and operation of the College's sport: extra-curricular, development teams and SACSA programs. It primarily focuses on the representative and club sports program, and seeks to ensure that the program effectively delivers the Sports Program Coordinator (ELC-12) and Executive Principal's goals for the H&PE/Sports department, and related student and old scholar engagement.

Key Responsibilities & Outcomes

Program Coordination & Delivery

- Lead, organise, and manage the full extra-curricular sports program across ELC–Year 12, ensuring alignment with the Sports Program Coordinator (ELC-12)'s strategic goals and the College's mission.
- Coordinate all representative, club, and development programs, including before- and after-school sessions, ensuring smooth scheduling and high-quality delivery.
- Oversee SACSA participation—team nominations, staff allocation, logistics, communication, and event-day operations.
- Manage Rijken competitions, including fixtures, set-up, supervision, scoring, and liaison with

external organisers.

- Develop, publish, and maintain accurate training schedules, season calendars, fixtures, and program documentation.

Staff, Coach & Volunteer Management

- Recruit, onboard, and support coaches, umpires, instructors, and team managers to ensure consistent standards of professionalism and student care.
- Provide clear role expectations, regular communication, and operational updates for all staff engaged in weekly sports activities, tournaments, and carnivals.
- Ensure that all volunteers have been formally inducted, possess a valid 'Working With Children Check,' and have completed the required 'Responding to Risks of Harm, Abuse, and Neglect training' (RRHAN-EC).
- Promote a safe, collaborative, and positive environment for all coaches and volunteers, strengthening program culture and engagement.

Administration, Safety & Compliance

- Manage all administrative processes relating to extra-curricular sport, including registrations, permissions, medical and injury reports, attendance lists, and competition entries.
- Complete and maintain accurate risk assessments for all extra-curricular events, competitions, and development programs.
- Coordinate transport arrangements, including bus bookings, supervision rosters, and event logistics
- Oversee the ordering, distribution, tracking, and return of team uniforms, equipment, and consumables.
- Ensure full compliance with WHS standards and College policies, promoting safe participation across all sports activities.

Communication & Stakeholder Engagement

- Provide timely, accurate communication to students, families, and staff using TeamApp, school sport platforms, email, and internal systems.
- Publish weekly updates on fixtures, results, training changes, and program announcements across all communication platforms.
- Maintain strong relationships with sporting associations, external venues, carnival organisers, and community partners to support program success.
- Engage positively with parents and the broader College community, promoting a culture of belonging, participation, and school spirit.

College Events & Professional Contribution

- Support whole-school sporting carnivals—including Athletics, Swimming, and Cross Country—through coordination of logistics, staffing, equipment, risk management, and results entry.
- Contribute to the organisation and delivery of sports functions, ceremonies, and presentation events.
- Participate in departmental planning, evaluation, and continuous improvement initiatives to enhance the quality and effectiveness of sports programs.
- Engage actively in College life, modelling Christian values and participating in staff meetings, training, and professional development opportunities.

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Selection Criteria

- Be a committed Christian with a deep desire to serve Jesus Christ as Lord.
- Experience in a similar role (experience in the administration and education industry preferred).
- Demonstrate experience, knowledge and understanding of sporting and non-sporting genres.
- Strong written and oral communication skills.
- Strong attention to detail, administration and coordination skills.
- Demonstrate the ability to prioritise workload and meet deadlines.
- Be resourceful and innovative.
- Be a positive and collaborative team player, demonstrating trustworthiness and approachability.
- Experience and proficiency in Microsoft Office, Google Workspace, MAZE, SEQTA and Edval would be an advantage but not essential.
- The Sports Extra-Curricular Coordinator will need to hold and maintain a current Working with Children Check (WWCC), Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) training, and Senior First Aid qualification.

Submitting Your Application

Closing Date: 9:00am, Monday 28th September 2026

Applicants should provide:

- A written application that addresses the selection criteria outlined in the position description.
- Curriculum Vitae/Resume which provides full personal details, qualifications, previous employment and experience.
- A completed 'Application for Non-Teaching Position Form' available via our website emmauscc.sa.edu.au/about/employment.

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. In the subject line of your email, please state the Job ID 260901.

For further information about this position, please contact Human Resources on 8292 3888 or email recruitment@emmauscc.sa.edu.au