Emmaus Christian College

Sports Officer

Position Title:	Physical Education Sports Officer
Reports To:	Sports Program Coordinator (ELC-12)
Nature of Employment:	Ongoing part time (15 hours per week) 46 weeks per year
Classification:	Grade 2
Commencement Dates:	By Negotiation

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high-quality Christian education to children and young people from Christian families that 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

This role provides support for the administration and delivery of sporting programs at the Brooklyn Park campus. This includes managing the logistics and coordination of after-school sports and co-curricular programs, as well as assisting with coaching and training students for SACSA events. In this capacity, the Sports Officer works with the direction of the Sports Extra-Curricular Coordinator for after-school and SACSA programs, and with the Key Teacher for co-curricular events.

Key Responsibilities.

Sport and Co-Curricular Program Coordination:

- Provide administrative support for representative sports, club sports, and other co-curricular sporting programs.
- Assist with coordinating team registrations, nominations, fixtures, draws, venue bookings, transport, permissions, and competition requirements.
- Liaise with students, staff, parents, coaches, volunteers, officials, and external sporting organisations.
- Maintain accurate participation records, team lists, registrations, achievements, and competition results.

- Lead or assist with coaching and training students for SACSA sporting events.

Equipment, Facilities & Resource Management:

- Maintain sports storerooms and ensure equipment is organised, safe, functional, and accessible.
- Prepare, distribute, collect, and monitor equipment for co-curricular activities.
- Conduct regular equipment audits and arrange repairs and replacements where required.
- Assist with purchasing, supplier liaison, stock control, and resource management.

Event, Carnival & Whole-School Sport Support:

- Assist in the planning, organisation, and delivery of Athletics, Swimming, Cross Country, and other College sporting events.
- Work collaboratively with staff to ensure large events are delivered effectively, safely, and professionally.

Communication and Administration:

- Prepare and distribute communications to students, parents, staff, coaches, and sporting organisations.
- Promote sporting programs, results, achievements, upcoming events, and participation opportunities.
- Maintain timely and accurate updates of competition results, sporting news, and program information.
- Support the promotion and celebration of student achievement across all sporting programs.

Compliance and Student Safety:

- Ensure compliance with all relevant school policies, WHS requirements, risk management procedures, and sporting regulations.
- Assist in maintaining risk assessments, injury reports, consent documentation.
- Assist in ensuring volunteers, coaches, and team managers meet all compliance requirements, including WWCC, RRHAN-EC requirements, and other mandatory compliance obligations.
- Promote safe practices and student wellbeing across all curriculum and co-curricular activities.

Professional Engagement:

- Proactively engage in professional development and training opportunities as required by the College, consistently seeking to enhance knowledge, experience, and skills related to the role.
- Demonstrate a willingness to actively participate in the life of the College, including attending staff meetings and getting involved in College events.

Note that given this position is supporting our after school sports programs, the shift times are likely to be within the hours of 1pm and 5pm, across 3 days per week, with some flexibility required around our sports program requirements.

Working Relationships

Reports to the Sports Program Coordinator (ELC-12) and will work closely with the Sports Extra-Curricular Coordinator, other teaching and administrative staff. Good relationships will need to be developed with staff, parents and students.

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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/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.
- Hold and maintain a current Working with Children Check (WWCC), and 'Responding to Risks of Harm, Abuse and Neglect training' (RRHAN-EC) training, and Senior First Aid qualification.

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 Executive Principal
- Perform their responsibilities in a manner which reflects and responds to continuous improvement
- Support the policies and expectations of the College

Submitting Your Application

Closing Date: 9:00am, Monday 16th November 2026

Applicants should provide:

- A written application that addresses the selection criteria outlined in the position description.
- Curriculum Vitae 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. Please reference the Job ID in the subject line: Job ID 261004.

For further information about this position, please contact Human Resources on (08) 8292 3888 or email recruitment@emmauscc.sa.edu.au