

East Otago High School



Job Opportunity: Sports Coordinator

We are seeking an energetic, organised, and community-minded Sports Coordinator to lead and grow our sporting programmes. This role is at the heart of our school's culture, ensuring that every student has the opportunity to participate, compete, and excel in a wide range of physical activities.

If you are passionate about youth development and have the logistics skills to keep multiple teams running smoothly, we want to hear from you.

The Role

The Sports Coordinator is responsible for the end-to-end administration and promotion of sport within the school. This is a multifaceted role that bridges the gap between students, coaches, parents, and regional sports organisations. This is a term-time only position, 21 hours 15 mins per week.

Key Responsibilities:

- **Administration:** Manage registrations, trials, team entries, and the sports budget.
- **Logistics:** Coordinate transport, uniforms, equipment, and facility bookings.
- **Communication:** Act as the primary point of contact for families and regional sports hubs regarding draws, cancellations, and events.
- **Coaching & Volunteering:** Recruit, support, and retain volunteer coaches and managers from our community.
- **Event Management:** Organise school-wide events such as Athletics Day and Swimming Sports.
- **Promotion:** Celebrate student success through newsletters, social media, and assemblies to maintain a high profile for sport.

Skills and Experience:

- Exceptional organisational and time-management skills.
- Strong ICT literacy (ability to manage databases, online registrations, and social media).
- Excellent interpersonal skills with the ability to relate to teenagers and adults alike.
- A clean driver's license (the ability to drive a school van is a requirement).
- Knowledge of the local and regional sporting landscape.
- A commitment to the principles of fair play and inclusive participation.

How to Apply

Please submit your CV and a brief cover letter outlining your experience and why you are the right fit for our school community.

- **Applications Close:** Friday 1st May
- **Contact:** office@eohs.school.nz
- **Start Date:** negotiable

We are committed to child protection and the health and safety of our students. The successful applicant will be required to undergo a police vet.