



Arana Sports Inc.
Sport & Recreation Coordinator
Position Description

Arana Sports Inc. is a non- profit organisation representing seven Junior Sporting Clubs and the Hills District PCYC located in the northern suburbs of Brisbane, known as 'The Hills District'.

Arana Sports is committed to:-

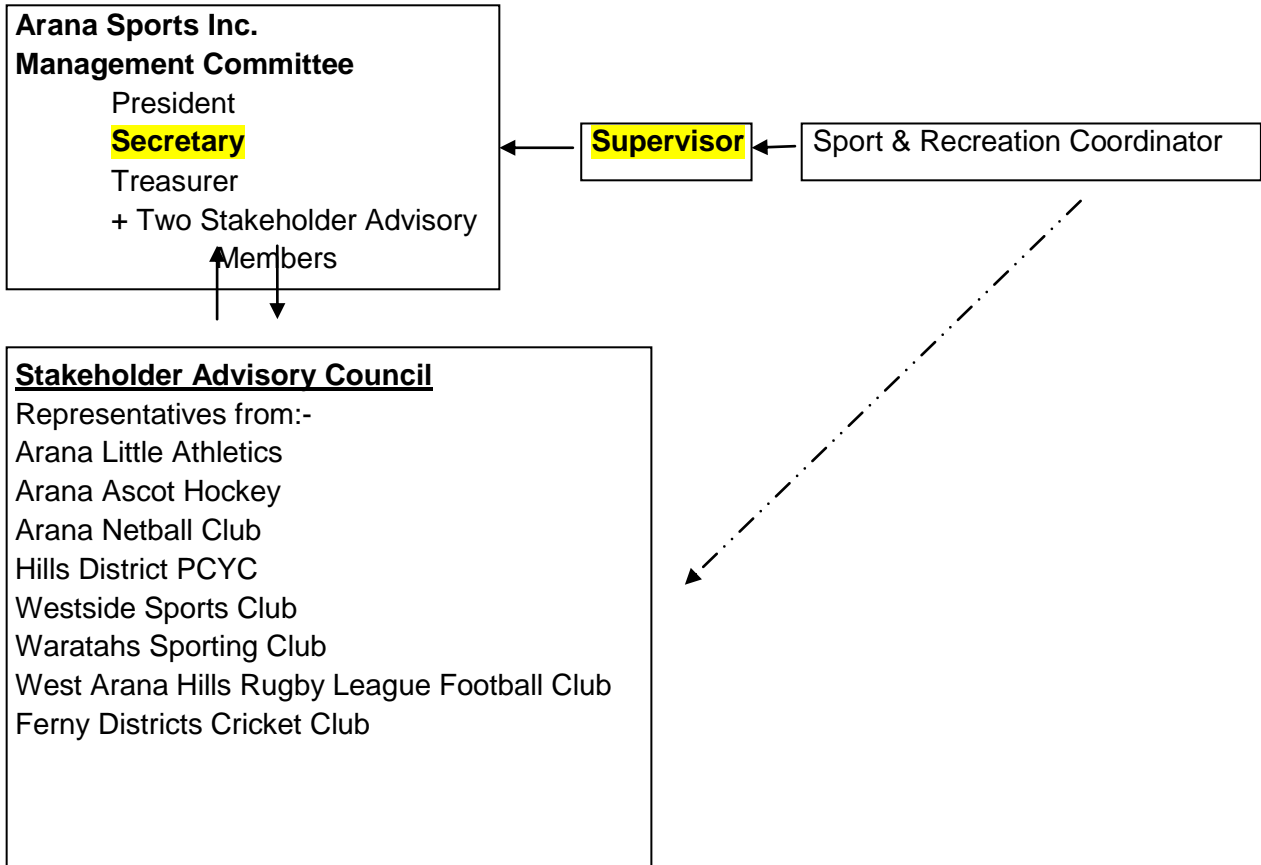
- Promoting junior sport through healthy active youth.
- Establishing pathways for members to gain more competencies and longevity in their chosen sport.
- Engage in strengthening valuable partnerships with the community, local business and service organisations, the education sector and government agencies.
- Integrating sport, recreation, education and the environment.

Position Title:	Sport & Recreation Co-ordinator
Reports to:	Arana Sports Secretary
Status:	Permanent
Duration	Contract to July 2013
Hours	38 Hr Week Flexible hours includes after hours work.
Pay Rate	Salary commensurate with qualifications & experience will be negotiated.

The Queensland Government has provided funding to Arana Sports to assist with the employment of a Sports and Recreation Officer to get more Queenslanders active through sport and recreation.



Position Reporting Structure



The Secretary of Arana Sports Inc will be your primary Supervisor. However, you may be required to conduct duties for Members of the Executive which include the President and Treasurer. The Coordinator will work directly with each individual club to meet the objectives of the position.

The Coordinator will report to the Arana Sports Management Committee and Stakeholder Advisory Council where reports will be tabled and reviewed to ensure set outcomes are being met and recommendations and approvals can be approved. Meetings will be held bi-monthly .



Position Objective:–

The purpose of this position is to

- Provide organisational support and advice on governance and club management.
- Expand the capability of clubs to offer further opportunities for a higher participation rate ensuring a more active and healthier local community.
- Ensure the long term sustainability of local junior sporting clubs through increasing volunteers with higher rate of accredited coaches/umpires and administrators.
- Assist clubs to offer volunteer training and encourage volunteer succession planning.
- Secure funding to upgrade facilities and club requirements, assisting clubs to meet their short and long term strategic goals as noted within their development plans.
- Expand the utilization of local community sport and recreation facilities, improving and progressing toward multi-use club/community facilities.

Key responsibilities:

- Create partnerships between sport, recreation and physical activity providers, local councils, government agencies, schools and other relevant bodies and participants in the community that will increase awareness and encourage increased participation in physical activity.
- Identify and encourage clubs to look at new opportunities for local community members including disadvantaged persons to participate in community life through sport and recreation.
- Provide advice on marketing and promotional activities individually and for the cluster of organisations to increase participation & volunteer rates.
- Provide assistance to clubs to help create sustainable organisations and facilities, through identification of grant opportunities and provide assistance with applications as required.
- Identify sponsorship opportunities, and corporate partnerships ensuring organisations are aware of all opportunities.
- Coordinate education and training on behalf of the cluster clubs (eg sports leadership, coaching/refereeing skills, volunteer management and attendance of Department of Sport and Rec Services workshops).
- Assist clubs with volunteer management & recruitment strategies, with planned reward and recognition events for volunteers.



- Provide assistance and training in governance, including development of policies, strategic and business plans and procedure manuals relating to them.
- Prepare and submit monthly reports to stakeholders, with all relevant information of upcoming events and activities that is of importance to clubs within cluster.
- Analyse budget and year to date figures and account for any significant variances.

Skills, Knowledge and Experience:

- Demonstrated knowledge of the sport and recreation sector with a strong understanding of community sport and working with volunteers, or ability to gain relevant knowledge to provide high quality support and advice to cluster of non profit sporting organisations.
- Proven ability to work both as a team and independently and the ability to coordinate and participate in multi-disciplinary teams, and communicate with local community organisations and relevant government bodies.
- Demonstrated knowledge of governance and club management.
- Proven experience sourcing funding opportunities, including preparation of complex submissions.
- Demonstrated ability to plan and prioritise workloads, meet concurrent deadlines co-ordinate a variety of activities.
- Ability to identify local trends to help organisations to provide sport and recreation activities that are appropriate to the local community.
- The ability to create opportunities for partnerships between sport and recreation organisations, community organisations and other relevant community groups.
- Demonstrated computer and word processing skills using Word, Excel & Powerpoint.
- Proven project management & project coordination experience.
- Well developed communication and reporting skills.
- Tertiary qualifications desirable.
- Ability to exercise a degree of autonomy, and work flexible hours as required.
- Other duties as required by the Stakeholder Advisory Council.
- Current Qld Drivers Licence is required.

Remuneration

\$52 000 inc super + mobile phone.



Further Details

Telephone enquiries can be directed to James Yeo, Secretary, Arana Sports Inc, 07 3351 1218

How to apply

Send applications via email to Kathy Hammett, President, Arana Sports, khamm3@eq.edu.au or post to

Arana Sports Inc

PO Box 85

Arana Hills 4054

Marked FAO Kathy Hammett