



Extend Position Description

Position:	Sports Instructor - Casual
Reports to:	Programs Coordinator
Department:	Sports Coaching
Date:	2009

Primary Purpose

The Sports Coach is responsible for:

- € Planning and delivering the Sports Activities.
- € The welfare and safety of children within the Sports Activities.
- € Delivery of safe Sports Activities.
- € Deliver a high-quality and value-for-money activities.
- € Thorough planning and preparation.
- € Following Extend policies and procedures.

Position in Context

The Sports Coach is responsible to the Programs Coordinator.

The Sports Coach will be required to ensure the quality delivery of existing Sports Activities.

Freedom to Act / Autonomy

The Sports Coach is responsible for delivering Sports Activities within Extend and is required to exercise judgment in determining appropriate activities for the safety and welfare of the children involved in the activities.

Major Activities (Key Performance Indicators)

- € Deliver Sports Activities for boys and girls, which are safe and fun.
- € Report to the Director as required during each program.
- € Maintain security procedures for the acceptance and release of children.

Major Duties and Responsibilities

- € Ensure that all Sports Activities are delivered within a safe and 'fun' environment.
- € Ensure the Programs Manager is kept informed of Sports Activities and report any unsafe activity or potentially dangerous situation.
- € Supervise children and ensure that children's records, especially acceptance and release forms, are accurate and up-to-date.

Key Contacts

Internal

€ Report to the Programs Coordinator and keep him apprised of Sports Activities.

External

€ Parents and children associated with the Sports Activities.

€ Host school where sports activities are being delivered e.g. Head of School

Competencies (Knowledge Skills and Experience)

€ A commitment and understanding of the Extend vision and mission.

€ An ability to deliver stimulating and fun activities for children in a safe and secure environment.

€ Knowledge, skills and experience for coaching Sports Activities for children.

€ Teaching qualifications or appropriate qualification.

€ First Aid Level 2 certification (preferred).

€ A previous involvement with, and understanding of coaching Sports Activities.

€ Good communication and customer service skills.

€ The ability to supervise and encourage children to have fun within a safe environment.

Major Challenges

€ Ensure activities are delivered in a safe and fun environment.

€ Ensure activities are thoroughly planned and encourage the children to participate and have fun.

€ Deliver all Sports Activities in an occupationally safe environment for staff and children.

Conditions of Employment

Position

This is a casual position based on the needs of the activities during school holidays or after school as required from time to time.

Working Environment

Extend is committed to providing a working environment free from Harassment.

Extend is a smoke free environment.

Extend has a high level of customer focus and is committed to delivering high-quality programs.