



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	January 2025
Position Title	Sports and Recreation Coordinator		
Award	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i>		
Classification	Band 2, Level 1-4 depending on skills and qualifications		
Salary	Salary \$69,177.49 - \$95,102.63 per annum, plus superannuation		
Division	Community Services		
Section	Sports and Recreation		
Location	NPA Region		
Employment Type	Permanent Full-time		
Hours of Duty	38 hours per week		
Supervisor	Manager Community Services		
Direct Reports	Sports and Recreation Officer		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

The Sports and Recreation Coordinator will plan and deliver a diverse active sporting and recreational orientated school holiday program for youth aged between 12 and 25 years from across the Northern Peninsula Area.

This position will provide weekly performance reports including statistics, feedback and photographs evidencing the activities undertaken and the levels of participation achieved.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

Sports and Recreation Support:

- Responsible for assisting community sporting clubs in promoting and organising sports and recreation activities for NPA communities for both children and adults.
- Support the delivery of community-based State and Federal Government Indigenous Sports and Recreation Programs.
- Assist the communities to develop, organise and implement community sporting competitions and carnivals through regular liaison, meetings and information forums involving sporting and recreation clubs.
- Assist the community to broaden the range of sport and recreational activities available for children and adults through programs to promote and implement a range of sporting, recreational and cultural activity pursuits.
- Assemble and maintain all relevant databases in relation to sporting clubs and regular sporting group users and their facility allocation, club membership details and contact details in accordance while observing privacy regulations.

Facility Management

- Assist and train community sporting clubs to conduct sporting facility and playing field inspections, identifying risk management issues and prepare reports as required.
- Facilitate effective communications protocols between community sporting clubs and Council departments to manage seasonal change over, grounds and facility maintenance and upgrade works.

Recreational Development

- Work in partnership with community sport and recreation clubs and providers to facilitate sport and recreation development opportunities for local clubs and associations.
- Liaise with Council sports and recreation facility managers to develop and integrate community participation initiatives.
- Provide professional and strategic advice, information, and training to enhance the viability and sustainability of community sport and recreation clubs/organisations.
- Identify and effectively communicate information regarding funding opportunities to community-based sports clubs and assist clubs to secure and acquit grant funding.

Customer Service

- Providing seasonal, and regular sporting group/club users with advice on club related issues including Council policies, relevant State and Federal Government legislation etc.
- Respond to general customer enquiries regarding available recreation and sporting opportunities in the NPA.
- Facilitate meetings with sporting clubs and other Council departments as required.

Service Promotion

- Assist in development and administration and dissemination of relevant information material to sporting clubs.

SELECTION CRITERIA

Essential:

- Have knowledge of a broad range of community recreational and sporting activities.
- Current Queensland Open Class Driver’s License
- Sound knowledge of regulations and principles relating to Occupational Health and Safety
- Ability to effectively use computer applications including Microsoft suite and data bases.
- Knowledge and appreciation of issues related to the relationship between sports clubs, sporting associations, community well-being and Council.
- Well –developed administration skills including managing time, setting priorities, and responding to requests from community groups in a timely manner.
- An ability to objectively resolve disputes and problems.
- Well-developed written and report writing skills.
- Well-developed problem solving, negotiation and community consultation skills.
- Demonstrated experience in the delivery of customer service to a diverse range of clients within a sport and recreational setting.
- Ability to develop and maintain strong partnerships with both internal and external service providers.

Desirable

1. Hold tertiary certificate in Recreation and Sport Management or a similar discipline.
2. Sports Coach certificates.
3. Hold current ‘C’ class Queensland Drivers Licence is highly desirable.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)