



Northern Peninsula Area Regional Council

Employment Opportunity

Sports & Recreation Coordinator

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities

Northern Peninsula Area Regional Council (NPARC) is seeking applications from a suitable, motivated, and experienced individual for the position of Sports & Recreation Coordinator to join the Community Services Team.

The primary aim of this position will be to maintain and improve the quality of life, health, and wellbeing of NPA regional residents by developing, promoting, and delivering quality sport and recreational activities, with a focus on both youth and senior citizens programs. This role will also contribute to the efficient and productive operation of the community services initiatives delivered by Council.

In this role you will have the opportunity to:

- 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.
- Other duties commensurate with the positions and those that are reasonably directed by line manager.

Service Promotion

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

In return for your valued contribution, you will be rewarded with:

- Permanent Fulltime
- 38 hours per week
- Salary \$69,177.49 - \$95,102.63 per annum, plus superannuation
- Steam B, Band 2, Level 1-4 (depended on experience, skills, and qualifications)
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

1. Have knowledge of a broad range of community recreational and sporting activities.
2. Current Queensland Open Class Driver's License
3. Sound knowledge of regulations and principles relating to Occupational Health and Safety
4. Ability to effectively use computer applications including Microsoft suite and data bases.

5. Knowledge and appreciation of issues related to the relationship between sports clubs, sporting associations, community well-being and Council.
6. Well –developed administration skills including managing time, setting priorities, and responding to requests from community groups in a timely manner.
7. An ability to objectively resolve disputes and problems.
8. Well-developed written and report writing skills.
9. Well-developed problem solving, negotiation and community consultation skills.
10. Demonstrated experience in the delivery of customer service to a diverse range of clients within a sport and recreational setting.
11. 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 (desirable).

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au or hrdepartment@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Friday 14th February 2025

