



Position Description: Sport & Outdoor Education Trainee

JOB TITLE:

Sport & Outdoor Education Trainee

BACKGROUND:

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The school's Child Safety Code of Conduct is available on the school's website.

JOB PURPOSE:

The purpose of this position to assist the Position of Responsibility (POR) Sport Coordinator and the Outdoor Education staff to promote student and staff involvement in extra-curricular activities and excursions through the sport and outdoor education programs. The role supports the conducting of the sport and outdoor education programs by organising trips, excursions, equipment, bookings and consent forms, and working with the relevant staff members to organise any other jobs required for the excursion.

OBJECTIVES:

- To be a positive and influential role-model for students and demonstrate our school values of Aspiration, Respect and Engagement.
- To take the opportunity to follow a passion for sport and the outdoors whilst working in a dynamic, inclusive and fun team.

POSITION DESCRIPTION/DUTIES:

To assist the Sport & Outdoor Education Coordinators through:

- Assist Physical Education, and Outdoor Education staff with classes and co-curricular activities
- Assist in coaching and supervision of and managing teams involved in School Sport Victoria sporting events
- Assist the Sport & Outdoor Education coordinators with administration of School Sport & Outdoor camps and excursions
- Assist classroom teachers with learning support for students with learning difficulties
- Attend Sport & Outdoor Education camps and excursions in capacity as School Council approved staff member
- Assist with administration tasks in conducting the outdoor education and school sporting program: including, gear preparation and maintenance, consent forms and student attendance, bookings and trainings.
- Assist with transition and engagement of students across the college

OTHER IMPORTANT INFORMATION:

Please note that as this position is a traineeship, the successful applicant will undertake nationally recognised training as part of their employment. The exact qualification undertaken is negotiable and Wodonga Senior Secondary College will work with the successful applicant in determining the best qualification upon appointment. The applicant will be given adequate time within their working week, and during school holidays to undertake the training, and it is essential that this training be maintained in order to continue in the role.

Particular skills to be concentrated on during formal training:

- Level 2 Workplace First Aid
- Various computer software applications including Sportstrak, WSSC School Portal, Microsoft Teams, Meet Manager, Microsoft office applications & Google spreadsheets.
- Cert III or IV in chosen course (enrolled upon appointment)

KEY SELECTION CRITERIA:

1. Confident and competent in sport and outdoor education activities.
2. Ability to organise and prioritise a number of tasks at any one time working to deadlines.
3. Promote a safe school environment.
4. High level communication skills and ability to relate to teachers, parents, students and the wider community in an appropriate and supportive manner.
5. Good team skills and be adaptable to changing situations.
6. Display a high level of initiative and be able to work independently when required.

HOW TO APPLY:

If you wish to apply for this position, please include the following in your application:

- A cover letter explaining your reason for applying.
- Current resume including the names and contact details of 2 references.
- Written or typed response to the 6 Key Selection Criteria listed above.

For assistance with responding to selection criteria, please see the link below:

<https://myfuture.edu.au/career-articles/details/how-to-respond-to-key-selection-criteria>