



## Position Description: Sport & Outdoor Education Trainee 2025

### JOB TITLE

#### Sport & Outdoor Education Trainee 2025

Wodonga Senior Secondary College is excited to announce its' annual traineeship position. We are looking for an enthusiastic, hardworking person who has an interest in Outdoor Education & Sport to apply for the 2025 fulltime position. The position requires studying a Certificate III or IV while working fulltime at the Senior College.

### BACKGROUND

Victorian Government schools are child safe environments. Our school actively promotes 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 running of the sports 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 sports and the outdoors whilst working in a dynamic, inclusive, supportive and fun team.

### POSITION DESCRIPTION/DUTIES

#### **To assist the Sport & Outdoor Education Coordinators through:**

- Assist Sport, Physical Education and Outdoor Education staff with classes and co-curricular activities
- Assist in coaching and supervision of sporting teams
- Assist the Sport & Outdoor Education coordinators with administration of School sport, School Sport Victoria interschool sport programs & Outdoor camps and excursions
- Sports & Outdoor Education gear packing, gear return and repairs / maintenance
- Assist classroom teachers with learning support for students with learning difficulties
- Attend 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 Meet Manager, WSSC School Portal and Microsoft Teams.
- Certificate 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 two references.
- Written or typed response to the six 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>

**Applications close October 11<sup>th</sup> 2024.**

If you require more information, please call (02) 6043 7500 or email [phil@wssc.vic.edu.au](mailto:phil@wssc.vic.edu.au)