



Position Description: Southern Sport & Recreation Co-Ordinator

Position Title	Sport and Recreation Co-Ordinator
Responsible to	Manager
Position Status	Part- Time

Primary Objective

In conjunction with key stakeholders, the Southern Sport & Recreation Co-Ordinator will plan, develop and implement inclusive sport and recreation programs in Southern Tasmania, in line with New Horizons Club's (NHC) goals.

Key Responsibilities:

1. Plan, coordinate, implement and evaluate NHC sport and recreational activities.
3. Prepare monthly update reports for Manager and Board and attend meetings when requested.
4. Manage the budgetary requirements of programs.
5. Liaise with venues to develop partnerships and manage bookings of appropriate facilities.
6. Develop effective working relationships with Government, Council and mainstream sporting and recreational organisations.
7. Work towards New Horizons Mission and Strategic Plan.
8. Recruitment and Induction of Volunteers and Activity Leaders.
9. Any other duties in line with the primary objective of this position, as directed by the Manager.

Supervisory Responsibilities

- Supervise Volunteers & Activity Leaders

Qualifications

- Qualifications in sport /rec or associated field and/or relevant experience.
- Experience with disability or Inclusive programs desirable.
- Current driver's license.

Selection Criteria

Essential

1. Experience in the planning, implementation and evaluation of programs and projects.
2. Experience in the management of community based projects.
3. Effective written communication and excellent interpersonal skills. The ability to liaise with a broad cross-section of community and sporting groups is key, as is the requirement to uphold the excellent reputation of New Horizons Club at all times, in all communications
4. Ability to work independently day-to-day, whilst always part of a larger, supportive team, and be able to effectively handle competing priorities.
5. Good understanding of the WH&S requirements of this role, with the ability to ensure that a safe working and participation environment is maintained at all times.
6. The flexibility to work very occasionally on weekends, ie. supervising a sporting carnival or attending community events, representing New Horizons Tasmania.
7. The willingness to travel occasionally to New Horizons state headquarters in Launceston for meetings and work duties
6. Current Driver's license- to be able to drive in Tasmania.

Desirable

1. Qualifications in sport or an associated field
2. Experience in local government sport and recreation programs
3. Experience working with or developing Inclusive programs for people with disability
4. Knowledge of current trends in sport and recreational development.