

## **Genazzano FCJ College Position Description**

**Title:** PE/Sport Trainee  
**Reports to:** Director of Sport & PE/Health Co-ordinator  
**Date:** September 2009

### **INTRODUCTION**

Genazzano FCJ College is a Catholic Girls' College in the Ignatian tradition established in Kew in 1889 by the Sisters, Faithful Companions of Jesus. Genazzano is a Day and Boarding College, providing a nurturing yet challenging environment for over 1100 young women from Preparatory to Year 12. A community of Faith, we aim to instil in each of our students a passion for life, a love of learning and the courage and confidence to serve others.

This position has been established following the recent introduction of the International Gap Student Program at the College in early 2007. Following the successful introduction of the Traineeship Role in 2009, we now wish to continue with this initiative. A traineeship opportunity is available to a Year 12 student who completes her VCE in 2009. This role plays a very important part in the administration, coaching, communication and general developmental needs of the College's Sporting and Physical Education Program.

### **TRAINEESHIP**

The position is available for a 12 month traineeship and the successful applicant will be employed by AFL SportsReady Victoria. The College will sponsor the trainee for the 12 months as the Host employing organisation.

Traineeships are made up of 2 components:

- On the job experience
- Accredited training at a tertiary institution.

In this case, the successful trainee applicant will undertake a Certificate III Course in Sport and Recreation at Victoria University (on-line).

This position will commence on 27<sup>th</sup> January, 2010 and will continue for the remainder of the 2009 school year, subject to performance in the role, completion of set modules in the Certificate Course and compliance with all traineeship requirements.

### **MAJOR DUTIES**

The trainee is responsible for completing tasks in accordance with directions in established policies and procedures. The trainee is also responsible for a courteous and efficient level of service together with accurate and timely administrative, operational and developmental support. The ability to maintain appropriate levels of confidentiality is expected.

The key objectives of the role are to:

- Liaise with the Director of Sport, Curriculum Leader of Health and PE and Sports Administrator on a day to day basis;
- Undertake tasks which will range from daily tasks, weekly responsibilities and ongoing projects.
- Act at all times as a positive role model to all students
- Support the ethos of the College and its practices and policies.
- Display and confirm the positive outcomes associated with the involvement within Sport and Physical Education.

- Provide pastoral and curriculum support to all students when required.

The key duties for this role include:

- classroom assistant/ teacher aide during Physical Educational class from years Prep to 12
- set up and pack up of PE class equipment as required
- sports coaching
- support sports administrator with administration task as requested
- organisation of school carnivals and associated sporting events
- attendance on school camps and excursions, including major GSV carnivals and PB meets.
- assist with Grange Hill PMP program
- maintenance of sports equipment
- stock control of college sports uniform items, including the allocation, recording, maintaining and overseeing of returns.
- preparation of equipment and kits for sports competitions.
- assist in the organisation and delivery of Celebration of Sport evening
- assist with preparation of Open Day
- maintain trophy displays
- establish and update sports notice boards and displays throughout college
- enter and confirm sport results as applicable
- store room and stock control, advise and recommend purchases as required
- assist in the preparation of handbooks for sports coaches and PE curriculum handbooks.
- perform video and camera tasks when required
- attendance at curriculum meeting when required
- provide assistant to Director of Swimming and Saturday Netball coordinator when necessary
- assist with the organisation and delivery of House Carnivals, centenary swim meet, Dr Rowan's Tennis Cup and other associated events College events.

**Key Contacts:**

- Students
- Director of Sport
- Curriculum Leader of Health & PE
- Coaches Genazzano Saturday Netball Program
- Business Manager and Deputy Principals
- Parents
- PE Teachers and Sport Coaches
- Sports Administrator
- Security Personnel

## **Qualifications, Knowledge, Skills and Experience:**

### **Essential**

- Successful Completion of Year 12
- Demonstrated interest in the field of Sport and Recreation
- Quality communication, organisational and time management skills

### **Desirable**

- Experience in working in team orientated environment
- Drivers License
- Willingness to work flexible hours
- Capacity and willingness to learn about sport, recreation and school organisations.
- Capacity and willingness to develop skills in administration, marketing and operations of an educational based sporting program.

## **Conditions of Employment**

AFL SportsReady is the legal employer of the trainee and will pay all salary, superannuation and education obligations throughout the 12 month traineeship program.

The position will generally work 35 hours per week. As the position will be afforded school term holidays, the hours of work during term time will increase to assist with the co-curricula, GSV and other external sporting and camp program activities.

The position will be paid each fortnight for the 12 month period at the full award rate ensuring that the hours that are completed during term time are averaged out across the year when the extra holiday leave is taken into account. Some overnight and weekend work will be required.

The trainee is subject to the National Training Wage Award and as at 1<sup>st</sup> October 2008, the rate for a Year 12 School Leaver is \$313.88 per week or \$16,321.76 per annum. Superannuation is paid into a fund of the incumbent's choice, subject to the fund meeting certification requirements.

The successful applicant will be provided with College Sports Attire and have all educational costs covered by the traineeship. Completion of an accredited First Aid program forms part of the course and all costs are also covered.

A timesheet must be completed each week to AFL SportsReady. The Graduation Ceremony will be conducted in March/April 2011.

The trainee must undertake a Criminal Record Check and Working with Children Check prior to commencing employment.

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