



St Mary MacKillop College Swan Hill

Role Description

<u>POSITION TITLE:</u>	Student Extra-Curricular Activities Coordinator
<u>REPORT TO:</u>	Principal through the Deputy Principal
<u>TENURE:</u>	Ongoing
<u>TIME ALLOWANCE:</u>	8:15 am - 4:30 pm (Monday - Thursday) 8:15 am – 3:45 pm (Friday) Overtime to be negotiated for events out of the above hours, including camps.

The Student Extra-Curricular Activities Coordinator, under general direction, has overall responsibility for the leadership of the St Mary MacKillop College activities program. The Coordinator will work with other staff to ensure that a diverse, well-managed activities program is in place for students.

KEY RESPONSIBILITIES:

Camps

- Organise the Camp Program for Years 8, 9, 10 and 11 students. Camps as of 2025:
 - Year 8 - Portland (October)
 - Year 9 - Canberra (November)
 - Year 10 – Outdoor Education (September)
 - Year 11 - Melbourne (June)
- Communicate all relevant information to the Teacher Leader of the camp to ensure the smooth running of the camp.
- Visit campsites at least two weeks prior to the camp to complete an assessment and determine any risks.
- Attend camps as required.

Co-curricular Activities

Lunchtime Activities

- To conduct engaging onsite lunchtime activities for students, with support from Student Forum.
- Mentor the student leaders of the Activities Committee.
- Support and coordinate activities at lunchtime, which also may be in conjunction with the relevant Curriculum Leader. This can include activities proposed for Domain weeks such as Humanities Week.
- Promote and encourage students to participate in coordinated activities. This includes speaking at assemblies and adding notes on the SIMON Student Bulletin.

Sport

- Responsible for the leadership and administration of all sports including setting the sports calendar, ensuring inter-school sports competitions and school carnivals are well organised and working within the approved budget.
- Oversee the recognition of student participation and individual and team success.
- Ensure that material regarding sport is provided for publications such as the school newsletter and annual Chronicle magazine.
- Represent the college on external sporting bodies.
- Order transport, awards and trophies as required.
- Monitor the level and quality of sports equipment and ensure that all equipment is maintained in accordance with appropriate safety standards.
- Ensure all sports and activities have team kits of equipment including appropriately stocked first aid kits.

Year 7 & 8 Activity Days

- Plan Activity Days, held over the last three days of the year for Year 7 & 8.
- Ensure a variety of activities are available for students to choose, within the resourcing of the school and staff.
- Coordinate the timetable of activities and provide an opportunity for staff to volunteer for the sessions.
- Provide Year 7 & 8 students time to choose the sessions in which they would like to participate.

Other

- Engage in Open Day and student transition/orientation events to promote student engagement in the sports and cultural programs of the college.
- Coordinate photography and reports on various events in consultation with the Personal Assistant to the Deputy Principal.
- Assist in the capacity of a Learning Support Officer in classes when required.
- To undertake other duties as designated by the Principal.

Acquire and Maintain

- Minimum Level 2 First Aid Qualification
- Medium Rigid Vehicle Bus Licence
- AUSTSWIM Teaching certificate

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

- Support of the vision and mission statements of our learning and faith community at St Mary MacKillop College
- A commitment to the Catholic ethos of the College
- The capacity to provide a willingness for ongoing improvement
- Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment
- Proven organisational skills and capacity to show initiative in working independently
- The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversations with students, staff and parents.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.