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| POSITION TITLE | Competition Assistant |
| EMPLOYER | Recrosport Pty Ltd |
| LOCATION | Unley & Immanuel Sports Centres |
| REPORTS TO | Management Team |
| TYPE OF EMPLOYMENT | Casual |

COMPANY PROFILE

Recrosport provides a range of services for the establishment and on-going management of indoor sports centres. It caters generally for basketball, netball, volleyball, indoor soccer (futsal) and other compatible indoor activities. These services are aimed at providing cost effective, easily maintained and efficiently managed centres for Municipal Councils, Schools, Sporting Clubs and Associations.

Recrosport has successfully facilitated the completion of 27 centres of varying sizes throughout Australia and currently manages centres in Victoria and South Australia.

POSITION OBJECTIVE

- To assist the Management Team in all aspects of the operation, administration and development of the designated competitions and programs at the Centre.
- To supervise, control and develop the designated competitions at the Centre.
- To maintain team numbers within competitions and programs as well as recruitment and development of new teams where required.
- To provide support, opportunity and direction to officials.
- Work to/adhere to company policies and procedures
- To have a sound knowledge of all programs, promotions and offers at the Centre.

KEY RESPONSIBILITY AREAS

This position is directly **responsible** for ensuring the following is complied with:

- To assist in the supervision and co-ordinate the designated competitions and programs.
- Complete the score sheets, game fee sheet and running sheet for the following week's games whilst the programs are being conducted.

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- c) Liaising with Sports Coordinator with regards to fixtures for competitions and any additional administrative requirements.
- d) During the time of the actual competitions be available to players, managers and coaches for them to be able to seek your advice on any issues relating to the program or direct them to/provide them with the correct Sport Coordinator's details.
- e) Ensure all logistical information and procedures for the programs are maintained correctly.
- f) To use Sports TG online to provide fixture information, updating of scores and being able to assist customers with Sports TG online and on the app.
- g) The ability to sell items from the café and merchandise and provide the correct change. Using the POS systems or cash handling procedure in place at the Centre.
- h) The ability to continue to improve customer service.
- i) Other duties as required as by the Management Team

INTERPERSONAL SKILL REQUIREMENTS

The following interpersonal and communication skills are **essential** for the Competition Assistant position:

- a) Clear and confident verbal communication skills.
- b) An ability to gain the co-operation and assistance of others (referees/umpires, officials, etc.).
- c) An ability to work in a group/team, and to contribute effectively as part of a group/team.
- d) An ability to discuss, analyse and resolve problems regarding customers and/or fellow workers.
- e) A willingness and ability to deliver customer service in a variety of areas, and in a variety of ways.

Equal Opportunity and Harassment

Recrosport recognises the importance of equal employment opportunity (EEO) principles and practices as essential to a positive and productive working environment. We are committed to maintaining professional standards of conduct in our business practises and ensuring that all people are treated in a fair and equitable manner. As an employer, Recrosport will not defend or support discriminatory actions of staff that are unlawful

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CHILD SAFE STANDARDS

You will be required to;
Understand and work in accordance with the companies Child Safe Standards policy at all times

HEALTH, SAFETY AND ENVIRONMENT

- You will be required to;
- Promote a positive safety culture by contributing to health and safety consultation and communication, and through active participation in the reporting of hazards, incidents and near misses.
 - Take reasonable care for your own health and safety, and for the health and safety of others
 - Cooperate with Recrosport by adhering to the companies policies, procedures, work practises and standard operating procedures
 - Perform your role in accordance with the specific responsibilities as outlines in the Recrosport Health and Safety Handbook
 - Cooperate with Recrosport with regard to caring for the environment, by acting in a sustainable way and minimising our environmental impact by adhering to the companies policies, procedures and work practises

To enable Recrosport to meet its obligations for providing a healthy and safe environment you must inform your Manager of any issues which may impact your ability to safely perform your role.

AUTHORITY / ACCOUNTABILITY

Within the parameters of this PD and the training you have, you are authorised and required to undertake any actions that will ensure that your facility is clean, safe and inviting for employees, volunteers and visitors.

POSITION REQUIREMENTS / SELECTION CRITERIA

The following skills are **essential** for the Competition Assistant position:

- A functional understanding of the game of badminton/basketball/netball/soccer/volleyball.
- A prior involvement in, and an enthusiasm for, the development of badminton/basketball/netball/soccer/volleyball.

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- c) Knowledge of till entry, cash auditing, cash handling and security requirements.
- d) An overall sound understanding of customer requirements of indoor sports facilities.

QUALIFICATIONS AND / OR LICENSES

- a. HLTF301B – Apply First Aid or equivalent
- b. HLTCPR201A – Perform CPR or equivalent
- c. Working with Children Check
- d. Police check
- e. Current Driver’s License

Conditions of Employment

- a. The successful applicant will be subject to a Police check
- b. The successful applicant will hold a current Working with Children Check

CONDITIONS OF EMPLOYMENT

Remuneration

- a) A salary will be paid fortnightly.
- b) The position is casual hours with a rotating roster to be advised. Extra hours may be offered at the same rate of award rate at the discretion of the Manager.
- c) An employment contract will outline the conditions of employment and you will be provided with a copy.

Hours of Employment

- a) The applicant is required to be flexible in his/her hours of employment – requirements include weekend and evening hours (as well as day) and also shift rotations.
- b) Hours of work will be negotiated with the Manager.

APPROVAL AND ACKNOWLEDGEMENT

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| Date PD Created / revised | 1 st October 2020 |
| PD Approved by | Dawn Portlock |
| Date of Approval | 1 st October 2020 |

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