



Moriah College invites outstanding applicants to apply for the position of:

## **SPORTS ADMINISTRATOR**

We are seeking an enthusiastic, motivated and organised person who is experienced across a range of sports to join the Sports team on a full-time basis from 2021 during term-time (including student vacation periods).

This position is responsible for administrating a professional and well-organised sporting program portfolio. A summary of role requirements include:

- Involvement in all aspects of the administration (backend online maintenance, equipment & uniform organisation and maintenance, coaching involvement, transportation requirements)
- Provide support in event organisation and scheduling, including college major carnivals (swimming, cross country and athletics)
- Provide support for coaches in delivery of events and the administration of sporting teams;
- Assist with communication and support between, staff, students and parents
- Evaluation of events and processes to drive ongoing change and improvement; and
- Work as part of a dynamic team committed to the provision of outstanding school based representative sporting experiences

### **You will have:**

- 1-2 years' experience in sports co-ordination working in a school sporting environment
- Strong communication skills
- Excellent stakeholder relationship management skills
- Strong administrative, leadership and organisation skills

Candidates need to be available outside of school hours to support the Sport Program.

An empathy with the ethos of our Modern Orthodox Jewish Day School is essential.

All appointments will be based on merit selection. Any offer of employment will be subject to background checks and child protection screening.

### **APPLICATION PROCESS:**

To apply for this position, you will need to be an Australian Citizen/Australian Resident/have a current Australian Work Visa.

Visit [www.moriah.nsw.edu.au](http://www.moriah.nsw.edu.au) for an Employment Application Form. The completed Application Form together with a letter of application, CV and two referees should be forwarded to [jobs@moriah.nsw.edu.au](mailto:jobs@moriah.nsw.edu.au)

**No agencies please.**

Only shortlisted candidates will be contacted.

*Moriah College provides a dynamic working environment where staff are valued and students are committed to learning*

*Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results*