



Position Title	Sports Co-ordinator and Administrator
Short description	<p>Special Olympics is a global not for profit sport skill, training and competition program for children and adults with an intellectual disability.</p> <p>The Sydney Upper North Shore club of Special Olympics is looking for a committed, energetic person to co-ordinate the programs and perform administration duties. Previous experience in and passion for working for people with special needs is desirable but not essential.</p>
Employer	Special Olympics Sydney Upper North Shore Club (SOSUNS)
Reporting to	Chair – SOSUNS Leadership Team
Screening / Accreditation Requirements	<ul style="list-style-type: none"> • Working with Children and National Crime Prevention Check essential • Reference checks • Familiarity with MS Office • Experience in Sport/Event management will be an asset • Proven administration skills including experience with databases, raising/paying invoices and using an accounting package e.g. MYOB
Work Type	Part Time (3 days per week)
Salary	Dependent upon experience and qualifications
Location	Sydney, NSW, Australia
Application Closing date	<p>9 March 2018</p> <p>SOSUNS retains the right to close the position earlier if a suitable candidate is found</p>
Email application and resume to	<p>Linda Stamford, Committee Member, SOSUNS</p> <p>Email: Linda.A.Stamford@outlook.com</p>

Detailed Description
<p>A part-time position (3 days per week) exists with Special Olympics Sydney Upper North Shore Club to administer the weekly sports programs within this region and coordinate the active motor skills programs run in selected schools. The role requires flexibility and includes general administration duties, bookkeeping and liaison with Special Olympics head office and service providers. Membership of the club committee is mandatory.</p> <p>Ideally suits someone looking to work mostly from home although some travel by own car will be required. Own car is essential. Some weekend cover may be required.</p> <p>Relevant training will be provided. The club supplies a laptop to be used for this role.</p>



Key Responsibilities

Sports Coordination

- Registration of Athletes, coaches and volunteers in accordance with SOA requirements
- Maintenance of SOSUNS database incorporating Athlete, Sport and Coach information including preparation of key performance / membership information in accordance with policy and procedures
- Record keeping in accordance with SOA code of conduct plus WH&S and SOA policies & procedures
- Co-ordination of sports programs including facilities, coaches, athletes and volunteers
- Administration of School Program
- Provide reporting and analysis as required by the SOSUNS LT
- Participate in fund raising / support activities as required
- Main point of contact for SOSUNS enquiries
- Participate in SOA activities as required
- Some after hours and weekend contact to be expected

Administration

- Ensure all invoices raised in timely basis including follow-up as necessary
- Pay suppliers within delegation / authorisation using relevant banking system
- Ensure all receipts and payments accurately recorded within relevant systems
- Maintain asset register including uniforms (stock and sale)
- Bank all cash items within 3 days of receipt to nominated bank account
- Complete bank reconciliation and preparation of account to trial balance (bookkeeping skills)
- Liaise with SOSUNS Treasurer to ensure accounting records maintained within MYOB are timely and accurate

Competencies / Skills & Behaviours

- Understanding of people with an intellectual disability
- Solid & confident communication skills, both written and oral
- Capable decision making skills in a potentially complex people environment
- Ability to work as part of a team and contribute to enhanced teamwork
- Ability to prioritise own work and escalate as appropriate
- Sound administration and co-ordination skills
- Computer literacy skills and competent with using a database and accounting package
- A positive and enthusiastic approach with a high degree of pro-activity