

State Teams & Coaching Administrator

An exciting opportunity has opened up at Athletics NSW to be involved in the State Team Management & Coaching areas.

The state teams & Coaching Administrator provides a great opportunity for those interested in being involved with management of large sporting associations along with coach education & development.

The State teams & Coaching Administrator provides a great opportunity for a third to fourth year university student looking to gain some experience in an entry level position into the sports industry. The possibility of ongoing work exists for the right candidate.

Role Summary

This role is responsible for assisting the Participation Manager & any other Management staff as required.

Key Tasks & responsibilities

- Provide Assistance with Setting up coaching course
- Provide assistance and support to existing coaches
- Support strategies to recruit new coaches
- Help out in the delivery of coaching courses and clinics
- Help set up registration platform for teams events
- Work on logistics for large sporting events
- Opportunity to travel as part of team management

About the role

The Intern position is a volunteer role based in the Athletics NSW office, whereby the successful candidate will gain practical experience in sports administration and regulation. Athletics NSW currently has a number of positions available in which the applicant must be available a minimum of one (1) day per week. The ideal candidate will use this opportunity to satisfy course- credit or work experience requirement for university of college.

General Knowledge, Skills & Experience

- Good interpersonal skills
- Excellent communication skills
- Good organizational skills
- Ability to work as part of a team and the ability to work individually as required
- Ability to receive and follow directions from a supervisor
- Ability to promote and commit to the values Athletics NSW
- Ability to follow the policies and procedures of Athletics NSW
- Working with Children Check

Should you be interested in applying for the program, please send a cover letter, resume to james.matthews@nswathletics.org.au