

Student Sport Events Coordinator Job Ad 2024:

Sports! Counting down the time until you get out of the lecture hall and onto the field for training? Do you hop, skip and jump through life? Are all your suggested Facebook ads the latest fitness trends or updates on your favourite teams?

If you live and breathe for sport and physical activity then the Sport Events Coordinator will provide a UNSW student with hands on experience in organising, coordinating, promoting and administrating our sport events.

About the role

The Sport Events Coordinator is responsible inspiring the UNSW students to get active in a fun and inclusive manner. They will be organising and implementing the daytime activities for Launch Week as well as other Arc Sport events. This includes organising competitions, stalls, activities and liaising with Arc departments and other key stakeholders to ensure all operational requirements are being met.

Who are we?

Arc isn't just any organisation. Located on the University of New South Wales campus, Arc is one of Australia's biggest & best student organisations and is made up of a dynamic and energetic group of people focused on providing students and clients with the best experience possible. We work hard. We expect results (but we have fun doing it). Join our team to level up your leadership skills, meet new people and expand your professional horizons all while having a blast between classes.

Responsibilities

- Responsible for the organisation of the daytime events including recruitment/selection, training, support and administration of student volunteers;
- Liaise with clubs and relevant Arc departments to ensure maximum stall attendance;
- Responsible for organising the equipment, prizes and guidelines for the competitions including the social sport and any club authorised competitions;
- Implement marketing and promotions;
- Suggest new event and activities to ensure the Day of Play and other Sport Events are relevant to the UNSW population;
- Book entertainment and relevant sporting personalities;
- Responsible for maintaining the budget of relevant events (with guidance and assistance), and maintain financial records to ensure all events are within the supplied budget

For more details, check out the [Position Description](#).

Skills & experience

More than anything else we are looking for someone with the essential skills and intrinsic passion for sport and activity. We want someone who will love this job and be willing to put in the time and effort to learn and further develop within the role. You will know the latest sports and fitness trends that we can creatively utilize to engage our wider student audiences whilst

understanding and breaking down the barriers that may exist in sport. **You must be a current UNSW student to apply.**

Essential criteria:

- Knowledge of sporting organisations on campus;
- Demonstrated experience of working with students;
- Demonstrated ability to manage and motivate volunteers;
- An appreciation of current market and sporting trends;
- A passion and interest in a range of sport and activities;
- Project management skills;
- Demonstrated ability to multitask and hit deadlines.

Desirable criteria:

- Excellent oral and written communication skills;
- Self-confidence, self-motivation and drive;
- Ability to inspire and motivate others;
- Strong relationship building skills, including the ability to deal with a variety of clubs and member based organisations;
- Willingness to be accountable, responsible, reliable and work unsupervised;
- Microsoft Office and social media skills;
- Event experience.

What We Can Offer You

- Salary of 32.91 ph + Super
- A unique opportunity to shape sport events at Arc Sport
- Flexible hours to suit your timetable and commitments (average 6-10hrs/wk)
- Training during the mandatory induction period
- An opportunity to work within Sport and Event Management
- Awesome professional experience working within the Sport Department
- Development opportunities in managing projects shaped by you!
- Convenient and central office location on UNSW's Kensington Campus

Applications close on **8 January 2023, 11.59 PM**. If you would like to apply, submit the following:

1. Your resume
2. A covering letter addressing the criteria and following questions:
 - a. Why do you want to work for Arc as the Student Sport Events Coordinator?
 - b. Tell us about your most rewarding experience at University
 - c. Why do you think Student Life is important?

PLEASE NOTE: You will receive a confirmation e-mail after submitting your application. If you don't receive this confirmation e-mail within 2 hours of submitting your application it may mean that your application wasn't successfully uploaded to the recruitment system. In this case please contact our Recruitment team at jobs@arc.unsw.edu.au. Incomplete applications will not be considered. Students must be attending UNSW in all three terms of 2023 to be considered.

Questions?

For information please contact Arc HR by email at jobs@arc.unsw.edu.au.