

Position Description



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| Job Title: | Sports Officer |
| Department: | Student Services |
| Section: | Sport |
| Reports to: | Sports Engagement Coordinator (Events & Activations) |
| Location: | UNSW Campus Kensington |
| Date Revised: | August 2024 |

POSITION SUMMARY

The Sports Officer role is varied and may include (but not limited to):

- Operating sport reception out of Village Green HQ.
- Promoting sport, health, and well-being opportunities to UNSW students at events such as: Learn to Play, O-Week, Open Day etc.
- Facilitation of Arc Sport events, such as Launch Week.
- Administration assistance for the sport department.

Sports Officers are there to inspire, inform and encourage students at UNSW to be involved in any and all of the sport, health, and well-being opportunities available to them. They are also there to champion the sport department for Arc at the university.

KEY TASKS AND ACCOUNTABILITIES

- Provide exceptional customer service in every aspect of the role.
- Refereeing at various activities, including Social Sport and Intermural Cups.
- Responding to general enquiries where possible.
- Assist with the day-to-day operations of the sports department.
- Facilitate equipment hire (Pick up & Play).
- Enter in facility bookings (where applicable).
- Various day-to-day facility set up.
- Assist with facility maintenance where required
- Assist in key projects (e.g. Social Sport, O-Week, Launch Week, and other Arc Sport events).
- Assist in marketing and promotion materials (e.g. newsletters, social media).
- Other tasks outlined by the Sport Department.
- Comply with all Work Health and Safety (WHS) policies and procedures of UNSW as well as Arc @ UNSW and take reasonable care to ensure the actions and omissions do not impact the Health and Safety of others in the University and the workplace.
- Perform all Arc required Cultural & Behavioral Competencies to a satisfactory level.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL CRITERIA:

- Undertaking a tertiary qualification at UNSW.
- Knowledge of sporting organisations on campus;
- Proven experience in customer service.
- Demonstrated ability to multitask and hit deadlines.
- Willingness to be accountable, responsible, reliable, and work unsupervised.
- Demonstrated experience of working with students.
- Experience in Microsoft Office software, including Outlook, Word, and Excel.

DESIRABLE CRITERIA:

- Excellent oral and written communication skills.
- Knowledge of sport, health, and well-being initiatives at UNSW.
- Knowledge of a variety of sports.
- A passion and interest in a range of sport and activities;

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Report to: *Sports Engagement Coordinator (Village Green)*

Direct Reports: *Nil*

KEY RELATIONSHIPS

Internal

- Sport Department

External

- UNSW staff
- UNSW students

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.