



Shellharbour Anglican College

Traineeship – Sport, Administration and Co-Curricular Activities

Position Commencing 2024

ABOUT THE POSITION

AFL SportsReady currently has an exciting position available for someone wanting to pursue a career in the sport or education industry. In this position, you will be legally employed by AFL SportsReady for an 11 month duration and undertake a traineeship with an accredited Certificate III or IV Sport and Recreation qualification. Working for the Host Employer; Shellharbour Anglican College, the successful trainee will receive paid on the job training and education.

Shellharbour Anglican College has an excellent sports program with a focus on fun, fitness and healthy lifestyles. Reporting to the Coordinator of PDHPE and Coordinator of Duke of Edinburgh, the primary purpose of this role will be to support the administration of sport and PDHPE programs, co-curricular activities and other relevant activities throughout the College.

RESPONSIBILITIES

- Assist with the administration of inter-school sport, representative and co-curricular programs
- Attend carnivals and other various sport events
- Assist staff with the set-up, conduct and clean-up of practical activities
- Assist with Junior School PE lessons and sport
- Take responsibility for the general maintenance of equipment and facilities
- Attend camps, excursions and expeditions
- Outdoor Education Program involvement

KEY SELECTION CRITERIA

The Sport Administration and Coaching trainee will exhibit:

- A warm, welcoming manner and strong work ethic
- An ability to prioritise workload under the direction, in a proactive and efficient manner
- Developed organisation skills with attention to detail
- An ability to work in a team as well as being self-motivated and proactive
- Good communication skills with staff, parents and students
- Good ICT skills including MS Office, Google and database management
- Professional presentation
- Preferred experience in the Duke of Edinburgh Award
- Experience in Co Curricular and sporting team involvement is preferred
- Current driver's license

TRAINEE BENEFITS

As the successful applicant, you will get:

- PAID: Earn while you learn (National Training Wage)
- EXPERIENCE: Real work-place experience with Shellharbour Anglican College
- EDUCATED: Combine work with education and study for a fully funded qualification
- NETWORKED: Build a network of key industry contacts
- SUPPORTED: Dedicated AFL SportsReady staff members (Field Officers and Educators) will support you every step of the way
- EXPERIENCE: Real work-place experience with Shellharbour Anglican College
- GET A HEAD START: Experience + Education + Networks



Shellharbour Anglican College

MORE INFORMATION

- People with tertiary qualifications need not apply. Current university applicants may have to defer their studies to be eligible for this traineeship.
- This position is best suited to a recent secondary school leaver.
- Open to candidates with a permanent right to work in Australia
- Applicants are required to have a current Working with Children Check clearance prior to commencing employment at Shellharbour Anglican College. Please visit <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> for further information.
- Applicants will also be required to complete the First Aid Certificate prior to commencing

ABOUT SHELLHARBOUR ANGLICAN COLLEGE

Shellharbour Anglican College is a leading Prep to Year 12 school, just south of Wollongong on NSW South Coast. We are one of nineteen schools currently operating under the banner of The Anglican Schools Corporation (TASC).

Shellharbour Anglican College strives to provide a caring, holistic education, equipping individuals with personal excellence and Christian integrity. Pastoral Care isn't a buzz word at Shellharbour Anglican College, it's what we do. The distinctives of teaching and working at Shellharbour are the excellent academic programs, the stimulating teaching and technology-rich environment, the nurturing pastoral care of individuals, the exciting co-curricular opportunities and its strong Christian ethos.

A Shellharbour Anglican College education plants a deep fire within the young people of tomorrow so that they crave challenge, relish deeper learning and develop the courage to explore opportunity and make a positive difference in their community and beyond.

HOW TO APPLY

- Complete the application form via the AFL SportsReady website, attaching a tailored cover letter and up to date resume.
- Complete the Shellharbour Anglican College Application for Employment form available from the College Website www.shellharbourac.nsw.edu.au/employment
- Applications should be emailed to Kristy Butler at Kristy.butler@aflsportsready.com.au

CLOSING DATE

Friday 4 November at 5pm

CONTACT

Anna Booth
State Manager NSW&ACT
T: +61 3 8532 7200
anna.booth@aflsportsready.com.au

View the Privacy Notification Statement
<https://aflsportsready.com.au/live2017/wp-content/uploads/2018/08/AFLSR-Privacy-Notification-Version-1.2-12-August-2018.pdf>