



SPORTS COORDINATOR

Commence on a wonderful adventure with Mackay Christian College (MCC). We are a dynamic, leading, multi-denominational, coeducational Christian college (from Early Learning to Year 12). We are committed to providing a safe environment in which our students can develop academically, spiritually and socially through quality curriculum, modern facilities and dedicated, caring staff.

Required Skills/Experience and Qualifications

- Accurate and efficient administration skills
- Experience in managing sports grants including writing strong applications, checking and complying with grant terms, maintaining accurate records and providing timely post-completion reports
- Senior First Aid and CPR Certification
- Working with Children Check (Paid Blue Card)
- Relevant coaching credentials (e.g. Certificate III or IV in Sports Coaching)
- Higher qualifications advantageous (e.g. Diploma or Bachelor's Degree in Sports Management, Human Movement or Physical Education)

You will be responsible for:

- Budget management
- Strategic calendar development
- Handling risk management protocols
- Coordinating Representative and Interschool sports events
- Organising uniforms and equipment for representative sporting teams
- Managing team registrations, game draws, equipment inventories and facility bookings
- Supervising, mentoring and rostering sports coaches, managers and game officials, as required
- Planning and running weekly sports fixtures and training session, with supervisory responsibilities
- Promoting sports and physical activities for our Year 7 to Year 12 students, including collation of Sports Awards
- Being the main point of contact for players, parents/carers, schools and community regarding game schedules and rules

MCC is committed to helping every student become all God wants them to be. The College operates from a Christian foundation that informs its day-to-day operations.

Please visit our website [Mackay Christian College | Employment Opportunities](https://www.mackaychristiancollege.edu.au/employment) and complete a Non-Teaching Staff Application, then email this together with your CV to: mcc@mccmky.qld.edu.au

Please include Sports Coordinator as your email subject line.

