



Position Description

Sport and Recreation Casual Sport Assistant

Campus Location	Townsville and Cairns
Hours per week	Variable up to 20 hours per fortnight that are worked between Monday and Sunday, including early mornings and late nights.
Employment status	Casual position.
Reports To	Sport and Recreation Manager and General Manager.
Number of positions supervised	Nil
Date Last Reviewed	November 2018

Position Overview.

The role of the Sport and Recreation Casual Sport assistant is to provide assistance with planning and delivery of various Sport and Recreation activities and services for James Cook University (JCU) Students.

The Sport and Recreation Casual assistant is required to assist with the operation of facilities, JCUSA sporting events, O- Weeks events, Market Days and any other JCUSA events and function as required. The duties would include setup and pack down at events, administration and operational tasks (including cleaning where required) and ensuring the safety of all participants.

Student Association.

The James Cook University Student Association is an organisation directed by elected students which aims to provide high quality representation, support services and relevant non-academic activities to all of its members.

Principal Accountabilities.

1. Assist with JCU Student based sporting programs (including night time and weekend events).
 - Communicate with JCU Sport and Recreation Manager and Officers, in regards to running of each event and the hand-over of information.
 - Prepare the venue/facility.
 - Set up and pack down of events.
 - Ensure successful delivery of sporting events for maximum participation.
 - Collect player payments (if applicable) and process.
 - Report on any injuries/incidents according to JCUSA policies and procedures.

2. Administration and Reception support:

- For the S &R staff as directed.
- For all JCU Sport Programs.
- Provide sport and recreation information to students and staff.
- Help to control JCU Sport assets including merchandise and sporting equipment.

3. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians.

4. Demonstrate a commitment to the James Cook University Student Association's values.

Generic Accountabilities

There are generic responsibilities that apply to all James Cook University Student Association staff.

1. The ***Sport and Recreation Casual assistant*** is required to observe the lawful and reasonable directions, policies and decisions of the Student Association Council, understand and comply with the Enterprise Bargaining Agreement, the Statutes and Rules of the Student Association, the policies and decisions of the Student Association President subject to the Student Association Council as in force from time to time.
2. The ***Sport and Recreation Casual assistant*** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with Student Association WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The ***Sport and Recreation Casual assistant*** is required to exercise proper discretion in all matters affecting the well-being of the Association which involve public writing or speaking. This includes not making public statements of a political nature unless it is made clear that this does not represent the views of the Student Association and will only speak to the media upon prior approval from the President.

Special Conditions and Employee Responsibility

It is a requirement of this position to hold and maintain a current First Aid and CPR qualification.

It is the employee's responsibility to pay for the qualification/s.

If the employee fails to renew the required qualification/s prior to expiry, the employee will not receive any more shifts until evidence of current qualification/s is/are provided. If evidence is not forthcoming with 30 days of expiry of the qualification/s then employment may be terminated.

Selection Criteria

Selection and appointments will be assessed against selection criteria:

1. Sound organisational and time management skills including the ability to plan, implement and deliver sports programs.
2. Effective interpersonal skills and written and verbal communication skills that can be adapted for various audiences.
3. Skills and knowledge of common sports and equipment requirements.
4. Demonstrated experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed.
5. To be physically fit for manual handling tasks required.
6. Be able to meet the eligibility requirements to obtain a Blue Card (Working with Children Check).

Highly Desirable:

1. A Sports Medicine Australia, Sports Trainer Qualification.
2. Current C Class Driver's Licence.