



FCJ COLLEGE SPORTS TRAINEESHIP POSITION DESCRIPTION

The AFL Trainee is responsible to the Principal through the Business Manager and Sports Coordinator. The position primarily focuses on the needs of, and support to, FCJ College teachers and students in the areas of Sport, Physical Education and Outdoor Education.

Responsibilities:

- ☑ Prepare equipment for various sporting teams, ensure equipment is returned to school and make minor repairs, being responsible for team uniforms.
- ☑ Attend camps and assist teachers with supervision of students, help arrange and conduct activities.
- ☑ Attend after school hours sporting events.
- ☑ Assist at various sporting events as directed, including marshalling, timekeeping, etc.
- ☑ Assist with set up and pack up of sporting events and carnivals.
- ☑ Loan of equipment at lunchtime, ensure equipment is returned.
- ☑ Assist with various team sports ie assist coach, runner, water carrier, umpire, team manager and assist with selection.
- ☑ Ensure the Sport, PE and OED store room and equipment is kept in a tidy manner ready for all classes, school activities and sporting events.
- ☑ Assist office and maintenance staff during term break and as required.
- ☑ Various administration duties including support for school events
- ☑ General office duties as required.
- ☑ Other duties as directed by the Principal or Business Manager.

General Work Description:

Traineeships are a 12-month training course with two components:

- ☑ On the job experience
- ☑ Accredited training at TAFE – Certificate 3 in Sport and Recreation

Traineeships have been developed to provide young people with paid hands-on experience in the workforce as well as accredited TAFE training at no cost to the trainee.