



SPORT AND RECREATION

Position Description - DRAFT

Purpose

The AFL is Australia's premier sporting organisation supporting a constantly evolving national competition which has experienced rapid growth over the past 10 years. The AFL currently has over 600 permanent employees across the five state bodies; Victoria, NSW/ACT, Northern Territory, Tasmania and at AFL House. The AFL is responsible for growing and developing Australian Football across Australia.

It is AFL Northern Territory's vision that participation growth continues to build, assisted by a strong club network with an enhanced focus on engaging female, multicultural and indigenous communities.

This role is responsible for the organisation and delivery of a range of programs within AFL Northern Territory including AFL Auskick, Kinder Kick, School Holiday Programs, Thunder Juniors and regional school competitions.

While working as an AFL SportsReady trainee you will be completing your Cert 3 or 4 in Sport and Recreation.

Trainee Name:	
Position:	Game Development Trainee
Contract length:	12 months

Host Employer:	AFL NT
Manager/Supervisor:	Nicole Hyland
Date PD issued:	13/03/2018

Duties of position
<p>Working closely with members of AFLNT's Game Development team, you will be responsible for delivering AFL programs in a professional and enthusiastic manner.</p> <p>Program delivery</p> <ul style="list-style-type: none"> • Leading and conducting AFL programs including Auskick, Thunder Juniors, Kinder Kick, School Holiday Programs and Intra/Inter School Competitions • Promotion of programs within schools including clinics and school assemblies • Ensure adequate equipment is available to conduct programs • Ensure all programs are conducted in a professional, fun and safe manner • Be the first point of contact for program queries • Assist with maintaining and organising equipment used to conduct programs. <p>Administration</p> <ul style="list-style-type: none"> • Coordinate registrations and payments for Auskick and Thunder Juniors as well as distribute merchandise accordingly • General administration including participation reporting, redeeming sports vouchers, update sporting pulse and running reports.

- Support the Game Development Team with ad hoc tasks when directed
- Responsibility for participant safety including completion of JLT checklist at each session

As the face of AFL programs in the NT you will be responsible for building positive relationships and representing the game to improve knowledge of and participation in AFL.

The role will also require you to promote AFL and its programs at clinics, fetes, festivals and other community events.

Due to the nature of the sporting industry must be willing to work outside normal business hours such as evenings and weekends

Tasks involved

A Sport and Recreation trainee may perform any or all of the following tasks:

- Deliver AFL programs and clinics
- Answering phones and general reception
- Contribute to effective workplace relationships
- Provide first aid response
- Assist with developing and maintaining volunteer participation.
- Meet client needs and expectations
- Apply sport and recreation law
- Follow defined Occupational Health and Safety policies and procedures
- Undertake risk analysis of activities
- Develop and maintain volunteer participation
- Develop practices to conduct effective club management

Personal requirements

Key Competencies (skills & Knowledge)

- Attainment of Level 1 (AFL) coaching accreditation
- Strong communication skills and interest in working with children in Primary and Secondary school.
- Capacity to develop skills to lead and coordinate a variety of AFL Programs.
- Knowledge of and ability to teach AFL skills and its rules.
- Well organized and able to receive feedback
- Able to work as part of a team and with a diverse community
- Good oral and written communication skills to a wide demographic of people
- Demonstrated personal initiative and ability to work effectively unsupervised

Other Core Competencies:

- Results and performance driven
- Customer/Client centric
- Business acumen
- Personal effectiveness
- Collaboration & influencing
- Strong interest in sport and recreation

Qualifications and license required

- Ochre Card (NT working with Children check) or ability to acquire one
- NT Driver's License and transport

- Coaching qualification or equivalent depth of experience in coaching (or ability to attain Level 1 (AFL) coaching accreditation)
- Level 1 First Aid and CPR qualification (or ability to attain)

Occupational Health and Safety

- Follow AFL SportsReady and the Host Employer's occupational health and safety policies, procedures and workplace instructions
- Co-operate with the Employer and AFL SportsReady with respect to any action taken by the Host Employer and AFL SportsReady to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents with in the workplace to the Host Employer and AFL SportsReady without delay

AFL Values

Copy to: Employee Host Employer Main file

Play to Win

We rise to every challenge and do what we say we will do – we own the outcome. We thrive on pushing the boundaries beyond what we have done before to achieve the extraordinary for our people, fans, partners and the community.

Play Fair

Respect, integrity, honesty, empathy and a great work ethic earns us the right to play.

Play with Passion

We love what we do. Passion, energy, fun and perseverance is at the heart of our sport and is what drives how we work.

Play as One Team

We work as one team because together we achieve better outcomes. We bring out the best in each other by embracing our diverse range of ideas, skills and backgrounds to achieve individual and shared success. We celebrate our wins and always have each other's back.