

## **ICE SPORTS VICTORIA SPORT DEVELOPMENT OFFICER JOB DESCRIPTION**

The Sport Development Officer for Ice Sports Victoria will have overall responsibility for the marketing and development of the various Ice Sports in Victoria, which includes Ice Skating Victoria, Victorian Ice Racing Association, Ice Hockey Victoria and the Victorian Curling Association. The Sport Development Officer (SDO) is responsible for linking Ice Sports Victoria with Victorian schools with the aim of providing a pathway from school-based to club-based participation in the sports, supporting clubs, and increasing the number of juniors and adults participating in community based Clubs. The SDO will achieve this aim by developing and nurturing a close relationship with the sports, rink operators, schools, and the sports industry.

### **SUPERVISION**

The Sports Development Officer reports directly to the Ice Sports Committee and is also required where necessary to meet with the individual sport's boards.

### **THE SPORTS DEVELOPMENT OFFICER'S ROLE INCLUDES:**

Implementing the following:

- A Schools Program introducing the various disciplines of Ice sports to school age children.
- Development Programs, for the target market of young and older adults, women, cultural groups, athletes with disabilities and the business (Corporate) sector.
- Identify and assist coaches with development programs
- Provide information to State Sporting Associations, coaches and officials regarding training courses and seminars.
- Prepare and monitor budgets for each of the development programs
- To liaise and meet with stakeholders, including boards, rink operators, clubs and volunteers
- To develop promotional material eg; pamphlets/brochures, posters, etc.,
- To co-ordinate and maintain a joint website for Ice Sports Victoria
- To attend meetings, eg; ACPHER, and the Sport Development Officer Network.
- To seek out and apply for new grant initiatives.

- Meet with funding bodies e.g. Sport and Recreation, VicHealth.
- Establish and maintain a Register of Ice Sports Clubs and Associations
- General office administration as required

**THE SPORT DEVELOPMENT OFFICER WILL PROVIDE:**

- Facilities and equipment to complete contractual duties e.g. computer, printer, internet, and mobile phone.
- Possess current Victorian driving license and car.
- Provide a monthly report to the Ice Sport Committees
- Be entitled to claim the following (receipted) expenses: petrol, postage, phone calls, printer cartridges and approved clerical consumables.

**REQUIREMENTS / SKILLS**

The position of the Sport Development Officer is a part-time contract position, which is reviewed and renegotiated on an annual basis with the Ice Sports Management Committee. Renewal is dependant on funding from relevant government bodies.

The position of Sport Development Officer requires the following skills and abilities:

- Good communication skills and ability to liaise and collaborate with others;
- Well organized;
- Responsible;
- Flexibility in working hours, as there is a need to work outside the norm.
- Be self motivated and able to work unsupervised.
- Be result orientated and have ability to achieve desired results.

**QUALIFICATIONS**

Desirable;

General sport principles coaching qualification.

Tertiary qualification in teaching or Sport Administration would be desirable but not a prerequisite.

**RENUMERATION AND CONDITIONS**

- The Sport Development Officer will work two to three days per week
- Employment will run from: January to December 2008
- The position will be remunerated at \$20.00 per hour for the period of Employment.

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