

COORDINATOR, SPORT IN EDUCATION

JOB SUMMARY

Coordination of all Primary and Secondary Schools sporting activities in the various disciplines to facilitate the development of sport in Education, and identify potential athletes.

DUTIES AND RESPONSIBILITIES

- Plans, coordinates and implements sporting activities in Primary and Secondary schools
- Ensures that proper transportation and accommodation arrangements are made for sporting trips to Trinidad.
- Collaborates with the Technical Director of Sports or Officer in Charge of the Department of Sport to facilitate all Primary and Secondary school students' participation in various sporting disciplines on the island.
- Collaborates with the Department of Sport with respect to the utilization of Games Coaches in Primary Schools.
- Identifies sporting equipment needed to facilitate the development of sport in schools.
- Conducts research into suitable sport-related programmes and opportunities that would facilitate the progress of student-athletes on the island.
- Performs other related duties as required.

KNOWLEDGE

- Working knowledge of Microsoft Office Suite.
- Considerable knowledge of strategic planning and management
- Considerable knowledge in the area of Sports Administration

SKILLS AND ABILITIES

- Effective communication skills (both oral and written).
- Ability to establish and maintain good working relationships with both public and private stakeholders.
- A demonstrated ability to work both independently and as a dedicated member of a team.
- Organizational and analytical skills.
- Ability to conduct interventions with discretion and diplomacy.

MINIMUM EXPERIENCE AND TRAINING:

- A Master's degree in Sports Management, Sports Administration or any relevant field.
- At least five (5) years experience in the relevant field including experience in the creation of programmes to stimulate meaningful physical activity in line with the Education Systems/Standards
- Certification in Events Management/Coordination or any combination of qualifications and experience will be an asset.

SUBMISSION OF APPLICATIONS:

All applications with supporting Curriculum vitae, photocopies of relevant Academic Qualifications and Names of two (2) Referees must be submitted in hard copy format (no E-mails) and should be addressed to:

**Administrator,
Division of Education, Research and Technology
Dutch Fort Plaza, Dutch Fort
Scarborough, Tobago
Attention: Senior Human Resource Officer**

*Deadline date for submission of applications for the employment on contract in the Sport in Education Unit, Division of Education, Research and Technology is **Friday, June 09, 2023.***

UNSUITABLE AND INCOMPLETE APPLICATIONS

WILL NOT BE ACKNOWLEDGED

FOR FURTHER INFORMATION: CALL 299-0781 EXTENSION 3027