



<p><b><u>JOB DESCRIPTION</u></b>  <b>CONTRACTUAL POSITION</b></p>	
<p><b>JOB TITLE:</b> Sport Officer I</p>	
<p><b>JOB SUMMARY:</b></p> <p>Responsible for promoting and monitoring sporting activities in schools to ensure adherence to policy. The incumbent provides support to the Sport Officer II in the execution of his/her duties.</p>	
<p><b>REPORTS TO:</b></p>	<p>Coordinator, Sport in Education, Sport Officer II</p>
<p><b>SUPERVISION GIVEN TO:</b></p>	<p>N/A</p>
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Supporting the Sport Officer II in the development of methods, skills and techniques used in schools.</li> <li>• Advising schools on the organization of Physical Education Programmes and Sporting Activities/Events.</li> <li>• Facilitating training sessions for primary school teachers in physical education and advising on the use and care of the equipment and facilities.</li> <li>• Encouraging the organisation of competitive sporting events and physical education displays.</li> <li>• Assisting the Sport Officer II in arranging transportation and accommodation for sporting trips to Trinidad.</li> <li>• Work is performed with some degree of independence within prescribed guidelines and with the direction of a professional superior who evaluates work through oral discussion and written reports.</li> <li>• Performs related work as is required.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p>	
<p><b>KNOWLEDGE:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of various sporting disciplines.</li> <li>• Knowledge of various sporting organisations and their activities.</li> </ul>
<p><b>SKILLS AND ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Skilled in the use of software programmes such as Microsoft Office Suite.</li> <li>• Good oral and written communication skills.</li> <li>• Skilled in the performance of a particular sport.</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to prepare proposals and reports on sporting programmes.</li></ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"><li>• An undergraduate diploma in Physical Education, Sport Management or one of the Social Sciences from a recognised institution.</li><li>• At least three (3) years experience participating in or coaching of a sporting discipline offered through the Physical Education Programme.</li></ul>	