



<p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Sport Officer II</p>	
<p>JOB SUMMARY:</p> <p>Assists in the 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.</p>	
<p>REPORTS TO:</p>	<p>Coordinator, Sport in Education</p>
<p>SUPERVISION GIVEN TO:</p>	<p>Sport Officer I</p>
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Responsible for planning, coordinating and implementing sporting activities in primary and secondary schools. • Responsible for ensuring that proper transportation and accommodation arrangements are made for sporting trips to Trinidad on a timely basis. • Responsible for collaborating with Technical Director of Sport 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. • Responsible for collaborating with the Sport Department with respect to the utilisation of Games Coaches in Primary Schools. • Responsible for identifying sporting equipment needed to facilitate development of sport in schools. • 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. • Performs related work as is required. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	
<p>KNOWLEDGE:</p>	<ul style="list-style-type: none"> • Considerable knowledge of various sporting disciplines. • Considerable knowledge of various sporting organisations and their activities.
<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Skilled in the use of software programmes such as Microsoft Office Suite. • Excellent oral and written communication skills. • Skilled in the performance of a particular sport.



	<ul style="list-style-type: none">• Ability to prepare proposals and reports on sporting programmes.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">• An undergraduate degree in Physical Education, Sport Management or one of the Social Sciences from a recognised institution.• At least five (5) years experience participating in or coaching of a sporting discipline offered through the Physical Education Programme.	