



ROLE DESCRIPTION

BOARDING EVENTS COORDINATOR

Staff engaged in the important work of supervising and caring for the boys in the boarding school do so within the context of this Catholic College and all of its expectations and traditions.

In a special way the boarding school provides a place of care and nurture and as far as we are able, is to try to replicate the best that a good home will offer:

care and support, order and discipline, respect for one another and the College's property – all manifesting the charism of Marcellin Champagnat and Marist College's Mission Statement.

PRINCIPAL ACCOUNTABILITIES

Assists the Headmaster by contributing to the faith life of the College Community by:

- Supporting in word and action the Catholic and Marist identity of the College,
- Maintaining the highest Catholic standards regarding boys' language, behaviour and entertainments (videos etc.)

Assists the Head of Boarding by contributing to the effective functioning of the Boarding School by:

- Planning, scheduling and organizing rostered staff in a varied range of recreation activities for all year levels of the boarding school
- Roster on appropriate staffing and drivers to see recreation carried out safely and in a format that maximizes student participation
- Planning activities which take into account the varied interest areas and financial situations of the boarding students. (For example: Offering free as well as paid activities. Offering cultural as well as sporting activities. Offering participation as well as spectator activities)
- Ensuring sound systems of communication and planning are in place for all stakeholders – Students and their families, Assistant Head of School (Boarding), Boarding Coordinators, Boarding Supervisors, Health Centre staff, School officers and services staff
- Being vigilant in the conduct of activities, ensuring that duty of care prevails at all time
- Establishing safe behavioural practices while students undertake recreation activities, always conscious of the risks faced if young boys are not given clear guidelines
- Referring to the school's Risk Management and Analysis document in the planning of activities and briefing the Assistant Head of School (Boarding) on proposed management of activities.

Assists the Headmaster/Head of Boarding and the College Business Manager in the effective and appropriate use of College resources in the Boarding School by:

- Ensuring appropriate fiscal management for all activities which require payment to external organizations either by the students or the school.
- Managing a float for events/recreation and being accountable for expenses from this float
- Being accountable for all expenses using the College credit card
- Reporting all damaged property to the Head of Boarding – especially when related to the safety of students
- Maintaining the recreation program's equipment, ensuring adequate storage and ordering replacement or new equipment with the approval of the Assistant Head of School (Boarding).

OPERATIONAL REQUIREMENTS

1. Hours of Work:

Duration: Term time, including some public holidays occurring during term.

Hours of Work: 38 hours per week (full-time)

Typical hours of work during a regular week are:

- Wednesday - Friday: 1.00 pm to 8.00 pm (1/2 hour unpaid meal break)

Some evening events (theme nights, presentations, study)

- Saturday: 11:30 pm to 10.00 pm (1 hour unpaid meal break)
- Sunday: 8.00 am to 6.00 pm (1 hour unpaid meal break)

Planning hours as necessary

Monday & Tuesday would be rostered days off

- An earlier start or later finish may be required for certain activities. For example, Beach trips. This would be via consultation with the Head of Boarding on a needs basis.
- Attendance is required at full boarding staff meetings, at the commencement of each term
- Attendance is also required once per term at the South East Queensland Boarding Schools Recreation Committee meetings.

2. Qualifications:

- Blue Card or Teacher Registration
- Light Rigid (LR) vehicle license
- CPR Certificate
- Qualifications in working with adolescents
- Duty of Care Certificate

3. Communication:

- The Boarding Events Coordinator is required to liaise with many staff at the College to effectively plan and implement the recreation program. This includes but is not limited to the establishment and maintenance of positive working relationships with:
 - Students
 - Parents
 - Boarding Coordinators
 - Boarding Supervisors
 - College Kitchen
 - Health Centre
 - School Officers
 - College Services Department
 - Outside organisations

The Boarding Events Coordinator is also required to liaise with many organizations which provide services and facilities for the conduct of boarding recreation. Establishment and maintenance of effective professional relationships with these organizations is essential for this position.

4. Specific Objectives of Role

- Design events that have a clear focus in their outcomes
- Promote pride in being a Marist Boarder

Strategies

- Develop greater fitness in boys
- Support boys in areas of excellence
- Support events /activities that build bonds and relationships in groups
- Assist staff to take greater responsibility for involvement and enjoyment of recreation/events
- Promote better use of time with an eye to the balance between study, social and sport
- Promote better relationships between staff and boarders outside of normal supervision
- To design a clear and workable events schedule for each term but allowing for flexibility of changing circumstances, numbers and requests of heads of Residence
- Collect all rosters and build a clear and detail structure of which rostered staff will attend and support which functions
- Make sure that some type of afternoon recreation is built into “slow sporting” periods
- To assist with the implementation of outside programmes such as but not limited to:
 - Manners
 - Car maintenance
 - Study skills

- Cooking classes
 - Survival after Year 12
 - Knowing Brisbane better
 - Cultural appreciation ...Theatre, etc
 - Guest speakers (on areas of excellence and relevance)
- To organise College own events:
 - Theme Nights
 - State of Origin
 - Welcome nights (start of term)
 - Melbourne Cup events
 - Birthday Acknowledgements
 - Special BBQs and Breakfasts
 - Dinners to promote boarding to day school and other staff
 - Fathers / Mothers day cards ...events (in connection with Head of Residence)
 - Tutoring support for high end students (organise tutors).

5. Tenure & Salary

Remuneration will be equivalent to teacher salary range. Employer superannuation contributions of up to 12.75% apply. Most duties will be during the College term, however some preparation and planning may be required during the term breaks.

A mobile phone will be supplied.