

## AVONDALE STUDENT LIFE STUDENT WORKER JOB DESCRIPTION

### Position: Sport & Rec Box Worker

Campus: Lake Macquarie

Reports to: Sport & Recreation Coordinator

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### POSITION PURPOSE

This position supervises individuals who use the Auditorium for sport and recreational activities and ensures participants are using Avondale facilities and equipment appropriately. The Sport & Rec Box Worker will facilitate the organisation of the semester's assigned sport including but not limited to competitions, and any other events related to assigned sport. The Sport and Rec Box worker is required to give First Aid or CPR in an emergency and provide a report to Avondale's Sport and Rec Coordinator.

### KEY RESPONSIBILITIES

Expectations and responsibilities of a Sport and Rec Box Worker:

- Complete required tasks outlined on the Starting and Closing shift check list
  - Start shift on time.
  - Sweep floors and remove rubbish before and after shift.
  - Check freezer for ice and restock if required.
  - Check and pump-up balls as required.
  - Check bathroom facilities to ensure they are clean.
  - Collect any lost property and place in the lost property bin.
  - Open the Audo on time.
  - Keep the box area neat and tidy for the next box worker.
  - Manage access to the box throughout shift (only allowing access to approved leaders/staff).
  - Oversee that patrons and players uphold the player and spectator codes of conduct.
  - Close Audo on time.
  - Inform Security that Audo doors are closed.
  - Close all external doors.
  - Report all sport injuries via the Sport and Rec Incident Report form
- Facilitate an Avondale Sporting Association competition for the duration of ten (10) weeks during each academic semester.
- Gather relevant information regarding student and community interest in competitions.
- Adapt all competition drawers to avoid any interference with Avondale's bi-annual Festival of Faith program (FOF).
- Schedule set-up and pack-down times avoid any interference with Sabbath hours (Sunset Friday evening to Sunset Saturday evening).
- Provide drawers, standings and results of games in a timely manner for competitors.
- Uphold and adhere to the 'No pay, No Play Policy' provided by Avondale's Sport & Rec Advisory Committee.
- Report breaches of Avondale's Code of Conduct to the Sport & Rec Officer.
- To provide timely and professional customer services to individuals who use Avondale's Sport and Rec Facilities.
- Assist with set up and pack up for Avondale Sporting Competitions.
- Uphold all current safety plans approved by Avondale's Critical Incident Management team.
- Manage the washing and drying of used sport jersey's throughout shift.
- Maintain professional and sportsman-like attitude when interacting with community members, students and staff.

- Carry out such other duties or responsibilities as may be reasonably required within the incumbent's knowledge, skill and ability as directed by the Sport and Recreation Coordinator.

**EMPLOYMENT REQUIREMENTS:**

- According to Avondale's WHS protocols all Sport and Rec box workers must have a current First Aid and CPR certificate prior to working in the box.

**PERSON SPECIFICATION:**

- Uphold the mission and ethos of the Seventh-day Adventist Church.
- Ability to maintain professional boundaries with all students.
- Ability to work well in a team and equally as well working independently.
- Excellent communication skills including verbal, written and interpersonal.
- Ability to apply common sense and understanding to carry out tasks.
- Ability to remain calm under pressure.
- Have the capacity to demonstrate initiative.

**KEY OUTCOMES:**

- Complete assigned daily tasks and report on as when required to Sports & Recreation Coordinator.
- Build positive relationships with community members, students and staff.

**RELEVANT EXPERIENCE:**

- A strong positive and enthusiastic interest in sports.
- The ability to connect with all types of people.

**CONDITIONS:**

Sport and Rec Box Workers will hold the position for one year upon which applications will be submitted for a Sport and Rec Box Workers positions the following year.

**REMUNERATION:**

Sport and Rec Box Workers shall receive the student hourly rate, and one free sporting registration.