



GOVERNMENT OF BERMUDA

Department of Sport & Recreation

Sport Coordinator

Responsible to: Summer Day Camp Coordinator and Senior Supervisors

Supervises: Sports Specialists

Requirements:

- Experience in sports event coordination and team management.
- Experience in hiring and managing staff, particularly in the sports field.
- Strong organizational, communication, and leadership skills.
- Knowledge of various sports and event planning logistics.
- CPR and First Aid Certification
- Ability to work flexible hours, including evenings and weekends, as required for event coordination.

Position Summary:

As a Sports Coordinator, you will be responsible for overseeing a team of sports specialists, planning and executing various sporting events, hosting training sessions for the team, participating in the hiring process for sports specialists, and maintaining an accurate inventory of sporting equipment for summer programs. This includes the coordination of two or three major events, one of which is a Mini Cup-match. The ideal candidate will have a passion for sports, excellent organizational skills, and the ability to lead and inspire a team.

Responsibilities:

Team Leadership:

1. Supervise and lead a team of sports specialists.
2. Participate in the hiring process for sports specialists, including conducting interviews and providing input on selection decisions.
3. Responsible for goal setting, mid-summer and end of summer evaluations.
4. Provide guidance, support, and mentorship to team members.
5. Foster a collaborative and positive team environment.

Event Coordination:

1. Plan, organize, and execute sporting events, with a focus on two or three major events, including a mini cup-match.
2. Coordinate logistics, including venue selection, scheduling, and equipment management.
3. Ensure all necessary permits and approvals are obtained for events.

Training Sessions:

1. Host regular training sessions for the sports specialists to enhance their skills and knowledge.
2. Develop training programs to ensure the team is well-prepared for their respective roles.



Department of Sport & Recreation

Sporting Equipment Inventory:

1. Maintain an accurate inventory of sporting equipment for summer programs.
2. Regularly inspect and update the inventory to account for any changes, damages, or additional equipment.
3. Schedule routine maintenance to ensure equipment is in good condition and ready for use during summer programs.

End-of-Summer Report:

1. Compile a comprehensive end-of-summer report summarizing the achievements, challenges, and feedback received during the sports programs.
2. Provide insights into the effectiveness of events, training sessions, and overall program success.
3. Include recommendations for improvements in future programs based on observations and participant feedback.

Communication:

1. Establish effective communication channels with sports specialists, staff, and relevant stakeholders.
2. Provide regular updates and information to the team regarding event details, schedules, and expectations.

Resource Management:

1. Manage and allocate resources efficiently for each sporting event.
2. Work closely with the sports specialists to ensure they have the necessary equipment and support for their respective sports.

Quality Assurance:

1. Monitor and evaluate the quality of sporting events, identifying areas for improvement.
2. Implement feedback mechanisms to continuously enhance the overall experience for participants.

Budget Management:

1. Assist in developing and managing the budget for sports events.
2. Ensure cost-effective solutions while maintaining high-quality standards.