



## **INTERNSHIP POSITION DESCRIPTION**

### **SPORTS LIAISON INTERN**

#### **2017 Southern University Games**

#### **POSITION**

Sports Liaison Intern (x2)

#### **DEPARTMENT**

Sport

#### **LOCATION**

Prior to the Games, the role will be based at the SUG office: Building JB2.312, Deakin University, Geelong Waurm Ponds Campus, 75 Pigdons Road, Geelong.

During the event, the role will be based at the Games Centre: Building JB2.312, Deakin University, Geelong Waurm Ponds Campus, 75 Pigdons Road, Geelong (TBC).

#### **ABOUT AUSTRALIAN UNIVERSITY SPORT**

Australian University Sport (AUS) is charged with the responsibility to facilitate national and international sporting opportunities on behalf of its member universities. The national sporting program includes a number of high quality national and regional sporting events, including, but not limited to:

- Australian University Games
- Australian University Championships
- Regional University Games (Northern, Eastern, Southern and Western)
- Regional University Championships

AUS is responsible for the planning and conduct of these sporting events on behalf of the university sporting community. AUS delivers the events in a professional manner whilst meeting the needs of students at member universities.

#### **POSITION PURPOSE**

The Sports Liaison Intern will provide key support to event staff in all facets of the sport program including the planning and coordination of all medal ceremonies for each sport at the sport venue. The Sports Liaison Intern will focus on specific sports within the sport portfolio and will be responsible for Games time Sport Administration Officers and Games time sport volunteers.

#### **REPORTING / WORKING RELATIONSHIPS**

The Sports Liaison Intern reports directly and has line management responsibility to the Event Coordinator.

The Sports Liaison Intern will also work closely with key event time personnel including:

- AUS staff working within the event
- Competition managers and key sport volunteers
- Event stakeholders

#### **KEY TASKS AND RESPONSIBILITIES**

##### **Prior to the event**

- Become familiar with a portfolio of sports including being familiar with each sport's venue audits, sport rules and wet weather plans
- Within the portfolio of their sports
  - Develop event riders for each sport
  - Develop venue layout plans for each sport
  - Collate sport folders and sport boxes for each sport
  - Collate equipment required for each sport
- Assist in the training of sport volunteers, competition managers and technical officers
- Assist in collating competition management folders
- Assist in the production of sport manuals
- Update sport pages within the AUS website
- Other duties relating to sports in their portfolio



- Source resources required for medal ceremonies
- Develop medal ceremony run sheets for each sport including notes for guest presenters
- Collate correct number of medals for each sport / event and competition and pack for distribution at event time

#### **During the event**

- Within the portfolio of their sports
  - Oversee competition management
  - Assist in the end of day process
  - Oversee management of Sport Administration Officers and sport volunteers
- Troubleshoot sport issues that arise, specifically implement risk management procedures as required
- Oversee set up and pack down of venues for sports within their portfolio ensuring that set up meets venue layout plans and sponsorship requirements
- Be the link between the sport and the Sport & Operations Manager
- Distribution of medals to sports
- Oversee medal ceremonies and ensure that resources required to implement these ceremonies across all sports are in place

#### **Post event**

- Assist in post event debriefs with competition management
- Provide recommendations for improvements to the sport program based on their experience
- Liaise with the National Programs Coordinator re trophies not given out or missing trophies
- Liaise with the National Programs Coordinator re the update of the AUS trophy database including data entry of all trophy hand over forms
- Provide recommendations for future medal ceremonies

### **KNOWLEDGE SKILLS AND EXPERIENCE**

The Sports Liaison Intern role would suit a person studying in the field of Sport Management, someone who has experience in conducting a sport competition or a person with a high interest in the management of sport programs.

#### **Desirable attributes:**

- Excellent organisational skills
- Experience in managing and dealing with a wide variety of people
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Knowledge of a variety of sports and their rules
- Excellent computer skills

#### **Personal attributes:**

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well developed customer service and problem solving skills
- Ability to take the initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

#### **Other requirements:**

- Commit to at least six hours per week in the Games office in the lead up to the event
- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- Wear the Games uniform as required
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times
- Be an unbiased non competitor in the event
- Uphold AUS policies and guidelines



## POSITION PARTICULARS

- Duration of position:** Mid March – Mid July
- Number of hours:** It is anticipated that the Workforce Intern will need to work at least one day per week (approx. six hours) in the lead up to the event and full time during the event delivery period (26 June-7 July).
- Training:** Induction will be provided upon appointment. On the job training will be provided over the time of your appointment.
- Applications close:** 14 March 2017
- Interviews:** 20 March 2017
- How to apply:** To apply for this position please follow these steps:
1. Read the position description in detail to understand what is expected of you
  2. Check to ensure you are available for the duration of the position
  3. Update your resume to no more than three pages
  4. Apply via email [sug.coordinator@unisport.com.au](mailto:sug.coordinator@unisport.com.au)

*All applications will be acknowledged and successful candidates will be contacted for an interview.*

## FOR MORE INFORMATION

Event Coordinator - 2017 Southern University Games  
P: 03 9244 3763  
E: [sug.coordinator@unisport.com.au](mailto:sug.coordinator@unisport.com.au)

*The details within this position description may change at any time in the lead up to the 2017 Southern University Games. Volunteers will be notified of any changes to their position description, if and when they occur.*