

## Kunsill Malti għall-iSport

# Application for the Posts of Area Sport Coordinators within Kunsill Malti għall- iSport

## Sport Programmes

2010 - 2011

# **Application for Part-Time Post of Area Sport Coordinators with Kunsill Malti għall-iSport**

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**Permit 42/2010 MPO/84/2005/10**

## **Sport Programmes**

The Kunsill Malti għall-iSport (KMS), which is the Central Government's Sport Organisation, is responsible for the organization and implementation of Sport Programmes.

The programmes are designed to encourage children, young people and adults to participate in fun-filled and recreational physical activities. Our curriculum is based on the basic skills concept and different sport activities for children between 5yrs and 10yrs, specialized sport activities for young people between 11yrs and 16yrs and health and fitness programmes for adults.

The Posts in the Programmes include:

- 1. Skolasport**
- 2. Summer on the Move**
- 3. Active Youngsters**
- 4. Girls on the Move**
- 5. Sport for All**
- 6. Sports Buzz**
- 7. Museum Programme**
- 8. School Sports Programme**

## The Area Coordinator

1. Reports to: The KMS Chief Executive or his representative.
2. Employment: Part-Time Basis for a maximum of 1 (one) calendar year. Employment may be seasonal, weekly, weekends, afternoons and evenings.
3. Salary: The gross rate per hour is €11.43. The Area Coordinator can work up to a maximum of 14(fourteen) hours per week. The duration of weeks as well as the number of hours to be worked is at the sole discretion of the KMS through the Chief Executive.
4. Qualifications: Applicants must be in possession of:
  - i. Post-secondary level of education;
  - ii. Technical qualifications in the field of sports;
  - iii. Possess administration and organizational skills
5. Experience: It would be considered an asset if candidate has:
  - i. Served as a coach/sports leader within a KMS sport programme or;
  - ii. Coached with a Sport Club, Youth Nursery, Sport Association or Federation.
6. Job Requirements: The Area Coordinator is expected to:
  - i. Ensure that the targets of the KMS and the Sport Physical Activity Strategy are met;
  - ii. Plan, implement and oversee targeted physical activity and sport initiatives to deliver the KMS's key priorities and outcomes;
  - iii. Monitor and evaluate the activities to include participation through partnerships with Associations, Clubs and Local Councils;
  - iv. Carry out all administration work prior and during the programme (registrations, attendances, equipment inventory, data base, drafting of letters and circulars etc.)
  - v. Coordinate meetings with administrators, coaching staff and parents;
  - vi. Organize and/or attend mandatory staff meetings and staff training sessions;
  - vii. Oversee the coaching staff at the various schools/venues under their responsibility;
  - viii. Draw up reports, presentations, questionnaires and keep minutes of meetings;
  - ix. Conduct workshops and staff training programmes;
  - x. Control equipment and keep inventory updated;
  - xi. Any other duties assigned by the Chief Executive or his representative.
7. Driving: A valid driving license is required.
8. Police Conduct: KMS can ask for a valid police conduct from any applicant without giving reason.
9. Attached applications are to be address to:

Head Corporate Services  
Kunsill Malti għall-iSport  
Cottonera Sports Complex  
Cottonera Avenue  
Cospicua.
10. Applications are to reach KMS Head Office by not later than 19<sup>th</sup> May 2010 -17.00 hrs (Original applications together with a C.V. only would be processed)

**Part- Time Posts**

**Sports Programmes Co-ordinators**

**Name & Surname :** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Qualifications:**


*(In case of further info, kindly attach an A4 paper, Certificates would be required during the interview stage.)*

**Experience:**


*(In case of further info, kindly attach an A4 paper, letters of reference to be given during the interview stage.)*

**Driving License No:** \_\_\_\_\_ **Valid until:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**