



SPORT AND RECREATIONAL OFFICER

A Sport and Recreation Officer liaises with sport and recreation clubs and the wider community regarding sport and recreation facilities, programs, services and casual bookings of open spaces in Hobsons Bay. It is imperative that this position provides high level communication and engagement to internal and external stakeholders along with project and operational support to the Sport and Recreation Unit.

Key Duties

- provide a high level of service, regular and clear communication to sport and recreation clubs and residents regarding sport and recreation facilities, programs and services
- maintain regular contact with sport and recreation clubs and State Sporting Associations regarding relevant issues and establish positive working relationships with club and SSA representatives
- administer the allocation of sport and recreation facilities on a seasonal and annual basis. Including administering seasonal sports club change over periods, facility inspections, and report on issues as required
- be responsible for the administration of regular and casual bookings and permits (e.g. wedding bookings, personal training, school hire) for sportsgrounds, parks and sport and recreation facilities in accordance with established policies and procedures
- undertake facility inspections and register maintenance requests as required.

Entry into this role

To become a Sport and Recreation Officer you can pursue studies in fields related to sport management, recreation, leisure management, or community development.

Here are some institutions offering relevant programs:

Universities:

1. **Deakin University:**
 - **Program:** Bachelor of Business (Sport Management)
 - **Program:** Bachelor of Sport Development

- **Program:** Master of Business (Sport Management)
- **Website:** Deakin University - Sport Management
- 2. **La Trobe University:**
 - **Program:** Bachelor of Business (Sport Management)
 - **Program:** Master of Management (Sport Management)
 - **Website:** La Trobe University - Sport Management
- 3. **Victoria University:**
 - **Program:** Bachelor of Sport Management
 - **Program:** Master of Sport Business and Integrity
 - **Website:** Victoria University - Sport Management
- 4. **RMIT University:**
 - **Program:** Bachelor of Applied Science (Exercise and Sport Science)
 - **Website:** RMIT University - Sport Science

TAFE and Vocational Education:

1. **Swinburne University of Technology:**
 - **Program:** Diploma of Sport and Recreation Management
 - **Website:** [Swinburne University - Sport and Recreation Management](#)
2. **Chisholm Institute:**
 - **Program:** Diploma of Sport and Recreation Management
 - **Website:** Chisholm Institute - Sport and Recreation Management
3. **Holmesglen Institute:**
 - **Program:** Diploma of Sport Development
 - **Website:** Holmesglen Institute - Sport Development

Professional Development and Short Courses:

1. **Australian Institute of Sport (AIS):**
 - **Program:** Various professional development courses and certifications.
 - **Website:** AIS - Professional Development

These programs provide the necessary education and training to work in sport and recreation management within local government, covering topics such as sport development, event management, community engagement, and facility management.