



SPORTS COORDINATOR POSITION DESCRIPTION

**Australian Transplant Games
Launceston, TASMANIA 26 Sept – 3 Oct 2026**

Overview:

The help of dedicated and passionate volunteers is what makes the Australian Transplant Games such a meaningful and successful event.

The 2026 ATG has 17x volunteer Sports Coordinator Roles available to help run each sport for the day – be onsite, greet participants, direct enquiries, help keep things on-track, facilitate medal presentations, help pack down etc.

Overall Responsibilities:

- Support the Sports & Results Manager and Transplant Australia staff team in the efficient, on-time and successful delivery of the allocated sport
- Primary liaison for participant enquiries and questions on the day
- Monitor on-site signage, equipment and site safety and assist with set up and pack down of the site.
- Manage the on-site Sport box with administration resources, start lists, flags, medals etc
- Facilitate ceremonies and medal presentations upon the conclusion of the competition.
- promote safe, respectful and fair participation and inclusion across the day, prioritising the health, enjoyment and wellbeing of participants and supporters, in line with sport rules, codes of conduct and event priorities.

Required Skills, Qualities, Qualifications:

- Strong organisational abilities
- Sound understanding of the competition's rules and regulations
- Strong interpersonal and oral communication skills, including the ability to collaborate with the Sport & Results Manager, athletes, parents / carers, supporters, coaches, and administrators
- Current and valid Working with Children/Vulnerable Persons Check / Blue Card.
- Complete all required education as part of Transplant Australia's Sport Integrity Education Plan.
- 100% understanding and alignment to [TA's code of conduct](#)

Required Behaviours and Values:

- Inclusion – this event is for everyone, of all abilities, backgrounds and beliefs
- To value life – both that given by donors and that received by recipients
- To view supportive feedback as essential to create future growth
- Value the well-being and safety of all our members
- To foster teamship and mutual understanding
- To be open and transparent in all activities.

Required Commitments:

- Attendance and participation in pre-event online briefing and information sessions
- Pre-reading and familiarisation with sport rules and operational handbooks
- Attendance at a pre-event in-person briefing at the Games Hub
- Pick up and drop off of the Sport box morning and evening of to the Games Hub
- Attend for the full day of competition (without competing yourself that sport/that day)
- Provide detailed post-event reporting and feedback as per provided templates
- Support all other volunteer roles on that day to ensure a positive and smooth experience for all.

Working Relationships:

The Sports Coordinator reports to:

- ATG Sport & Results Manager

The Sports Coordinator works alongside:

- The Transplant Australia National and Event Staff team
- State / Territory Team Managers
- Venue Owners / Managers
- Sport-specific Officials

Available Roles:

Every sport requires a Sport Coordinator to be appointed;

1. 5km Road Race
2. Lawn Bowls
3. Tennis
4. Table Games
5. Petanque
6. Swimming
7. Volleyball
8. Basketball
9. Ten Pin Bowling
10. Badminton
11. Athletics
12. Golf
13. Darts
14. Pickleball
15. Cycling
16. Football
17. Netball

Thank you for your support and volunteering interest!