



SPORTS ASSISTANT

PRIMARY JOB PURPOSE

To provide support and assistance with the day-to-day running of the Sports department. To provide assistance at sporting events, implementing set-ups, daily maintenance of sporting facilities and supervise children.

KEY RESPONSIBILITIES

- Growing Ensuring gym is tidy and clean.
- Filing of all class attendance lists, comments, suggestions, and complaints.
- Maintaining gym equipment.
- Gym class setup and breakdown.
- Facilitate classes needed.
- Weekly stock takes and sport equipment – use the sports stock sheets in place.
- Route checking for MTB trail and running trail. Clean all signage and report anything needed or not correct.
- Roles at functions – set up and breakdown of all sporting equipment at sport related event.
 - Club runs - marking routes, water points and timing.
 - Family fun days - setup and breakdown of lawn games, participation in games and children's activities.
 - First Friday setup and breakdown of lawn games and participation in games and children's activities.
 - Camp outs.
 - Holiday Clinics component.
 - Running gazebo days.
 - WM spring day.
 - Involvement in staff sporting events.
 - Race collections for selected events.
 - Capturing of race results from the selected events.
 - All new and adhoc events that the sports department are involved in.

PERSONAL ATTRIBUTES& SKILLS

- Strong Communication skills (Written and Verbal)
- Great social and interpersonal skills.
- Computer Skills (MS Office – Intermediate user)
- Great knowledge of sporting codes.
- Must be able to and willing to work with children.
- Able to work early mornings and late nights.

MINIMUM / PREVIOUS EXPERIENCE

- 1 – 2 years' experience in a similar role or sporting environment.
- Physically fit and active individual.
- Physically able to assemble equipment.
- Active knowledge in the field of sports be up to date with everything.
- Readily available to participate in sports.

QUALIFICATION

- Matric or equivalent.
- Tertiary qualification in Sports Marketing or Sports Management (preferred)
- Valid SA driver's license (advantage)

PROPERTY

- Auckland Park and Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must submit their CV's to careers@ccj.co.za by no later the 6th August 2025.