



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྟོང་བརྟན་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference for Games and Sports Coordinator:

The Games and Sports Coordinator shall be responsible for promoting physical fitness, organizing sports activities, and managing sports facilities within the institute. The key duties include:

1. **Sports Program Planning:** Plan, organize, and coordinate sports events, competitions, and physical fitness programs for trainees and staff.
2. **Facility Management:** Ensure proper maintenance and readiness of sports fields, courts, equipment, and gym facilities.
3. **Training Support:** Facilitate coaching, training sessions, and skill development in various games and sports.
4. **Participation Encouragement:** Motivate trainees and staff to actively participate in sports and fitness activities.
5. **Coordination with Departments:** Work with institute departments to integrate sports and fitness programs into the overall training schedule.
6. **Event Management:** Assist in organizing inter-institute, intra-institute, and special sports events.
7. **Documentation:** Maintain records of sports activities, results, equipment inventory, and participant involvement.
8. **Safety and Compliance:** Ensure safety standards are followed during sports and physical activities.
9. **Reporting:** Prepare periodic reports on sports programs, achievements, and recommendations for improvement.
10. **Additional Duties:** Perform any other responsibilities assigned by the institute management related to games and sports.

(Karma Dorji)
Training Director
JWPTI