

Junior Co-ordinator

Job Description

PURPOSE:

Develop, co-ordinate and manage Hamilton City Netball Centre's junior programmes and events (Year 1-6) in doing so, positively contribute to the experiences of the players, coaches, umpires, officials, spectators, volunteers and the wider community.

Embed NetballSmart and Balance is Better strategies into the day to day planning, delivery, and development of Netball at the Centre.

Reports To: Centre Manager

Relationships:

External	Internal
<ul style="list-style-type: none">• Netball Waikato Bay of Plenty (Zone)• Netball NZ• Sport Waikato• Other Centres• Clubs• Schools• Players• Parents• Other Sporting Codes• Sponsors and Funders	<ul style="list-style-type: none">• HCNC Staff• HCNC Volunteers• HCNC Coaches• HCNC Umpires• HCNC Officials• Event contractors

KEY RESPONSIBILITIES

Strategies and Plans

Implement strategies to provide high quality, safe and enjoyable junior programmes and events for the Centre and in conjunction with Netball Waikato Bay of Plenty and Netball New Zealand.

Prepare, implement and monitor an annual plan across all junior programmes, leagues, tournaments and other events including holiday programmes.

Relationships

Build strong and effective working relationships with internal and external stakeholders

Be the Junior Programme and Events face of HCNC to the wider community

Event Management Software

Manage and co-ordinate junior programmes and events through the event management software

Programme and Event Co-ordination and Delivery

Collate calendar of junior programmes and events for the Centre in conjunction with Netball Waikato Bay of Plenty.

Co-ordinate events for the Centre and where discussed events for Netball Waikato Bay of Plenty

Liaise with individuals, clubs, schools, or centres as appropriate for events

Facilitate and deliver programmes, courses and events

Personnel

Co-ordinate development programmes for personnel including Junior Coaches, coaches and volunteers for junior events and programmes

Co-ordinate rosters for Junior Coaches

Collaborate with the Development Co-ordinator to deliver coach and umpire education courses relevant to the junior programmes

Administration

Administration for all junior programme and events functions

Database management of players, coaches, umpires and officials in the junior programmes and events

Distribution of all Centre/Zone/NNZ communications relating to junior programmes and events

Provide data and reports as required to HCNC and Netball Waikato Bay of Plenty

Provide equipment and resources to players, coaches, umpires and officials as part of the junior programmes and events

COMPETENCY PROFILE

Competency	Descriptors
1. Knowledge and experience	<ul style="list-style-type: none"> • Sound understanding and ability to apply programmes for Junior players • A high level of sports event management skills • Sound understanding of tournaments and leagues at a Year 1-6 level • Appreciates the finer points of participation and competing. Understands the Sport NZ Balance is Better philosophy and its relationship to Netball. • Competency with event management software with attention to detail • Strong personal integrity and professionalism • Sound administration skills • Flexible with work hours to suit sports environment
2. Leadership and strategic ability	<ul style="list-style-type: none"> • Able to gain trust and respect from community • Is calm, confident, decisive, and objective, especially under pressure • Willingness to be accountable and measured on performance. • Can create a vision and compelling purpose for wide range of stakeholders. • Ability to provide innovative, constructive, and effective recommendations to the Centre Manager • Makes decisions with the best interest of the participant of the sport in mind. • Skilled at determining important issues, prioritising and multi-tasking
3. Communication and Personal skills	<ul style="list-style-type: none"> • Establishes and maintains effective relationships • Communication is clear, concise, effective, and persuasive • Can communicate strategies, inspire, and ensure 'buy in' from a diverse range of stakeholders across all levels of the game • Strong listening skills and ability to encourage and maintain two-way dialogue on issues • Strong conflict management skills • Can recognise development opportunities for personnel • Detail orientated and follows methodical practices • Relates well with, and can motivate diverse groups, volunteers, and supporters • Is energetic, highly motivated, enthusiastic, and considerate • Understands and can work in a team environment • Copes well with continual change and tight deadlines
4. Brand / Profile	<ul style="list-style-type: none"> • Ability to enhance the profile and effectiveness of Hamilton City Netball Centre and the sport of netball in the community • Ability to enhance the brand and profile of netball in Hamilton and the Waikato Bay of Plenty Zone in the media and through contribution at netball functions and other events.