



POSITION DESCRIPTION

Job Title: 2026 -2027 Summer Hockey (SH) Coordinator (National Hockey Centre)
(fixed term/part-time)
Organisation: North Harbour Hockey Association Incorporated (NHHA)
Location: 159 Bush Road, Albany, Auckland
Reports To: Competitions Manager & Competitions and Administration Officer

PURPOSE OF THE ROLE

Onsite coordinating of the Junior and Adult SH Competitions run at the National Hockey Centre as the face of Harbour Hockey during the shift as well as supporting administrative tasks.

HOURS OF WORK

The services to be provided in the role as a competition coordinator to North Harbour Hockey on the following competition days;

Pre-Christmas October – December 2026:

- Mondays (Junior): 12 October 2026 to 7 December 2026 – 3.30 pm – 6.00 pm.
- Tuesdays (Adult SH): 13 October 2026 to 8 December 2026 – 5.30 pm – 9.30 pm.
- Thursdays (Adult SH): 15 October 2026 to 10 December 2026 – 5.30 pm – 9.30 pm.
- Excluding dates: 26 October (Labour Day).

Post-Christmas January – February 2027:

- Tuesdays (Adult SH): 12 January 2027 to 9 February 2027 – 5.30 pm – 9.30 pm.
- Thursdays (Adult SH): 14 January 2027 to 11 February 2027 – 5.30 pm – 9.30 pm.

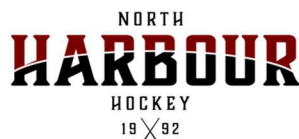
KEY RESPONSIBILITIES & SUCCESS INDICATORS

1. Competition Administration

- Provide administration support in regard to all NHHA competitions.
- Phone management of the coordinator's mobile phone.
- Email management of coordinator's inboxes.
- Creation of marketing materials for the competitions, i.e., posters, advertisements, and website images.
- Post competition promotions and information on social media platforms Facebook, Instagram, website, and others.
- Assisting with umpire appointments and tracking,

2. Competition Coordinating

- Providing Play HQ support to coaches and managers.
- Ensure all matches start on time and are completed as per draw.
- Liaise with the Competitions Manager when required regarding calling games off due to adverse weather conditions.
- Provide umpire support as well as manage sign-in on game day.
- Provide excellent customer service to NHHA members.
- Attend and, where possible, resolve member queries.



- Work with NHHA Duty Manager throughout the evenings to manage facility related tasks.
3. Facility - Set up of turfs and field changes as well as pack down. - Reporting maintenance issues to the competition manager.
4. Health and Safety - Act as Fire and evacuation warden for identified areas. - Report and mitigate all health and safety issues identified while on duty. - Ensure all incidents/injuries are reported.
5. General Duties - Any other reasonable tasks the employee may be asked to carry out by NHHA.

KEY RELATIONSHIPS

Internal: - Competitions Manager. - Competitions and Administration Officer. - NHHA Staff where required.	External: - Hockey Clubs, schools, and associated stakeholders/volunteers - Hockey NZ - Harbour Sport
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PROFESSIONAL CAPABILITIES & PERSONAL ATTRIBUTES

Professional Capabilities

Expertise and experience in the following:

- Competent in Microsoft Office and Google Drive (use of spreadsheets).
- Strong written and verbal communication.
- Computer skills.

Organisation Skills

- Self-motivated and able to work independently.
- Highly organised and able to multi-task

Communication Skills

- Communicates well with a range of audiences in a variety of contexts.

Decision making

- Can make logical and well-considered decisions and take responsibility for the outcomes.

QUALIFICATIONS

Preferred:

- Reasonable knowledge of basic hockey rules
- First aid certificate