



POSITION DESCRIPTION

Job Title: Winter Competition Coordinator (part-time)
Organisation: North Harbour Hockey Association Incorporated (NHHA)
Location: 159 Bush Road, Albany, Auckland
Reports To: Competitions & Communication Manager and Competitions Administrator

PURPOSE OF THE ROLE

Onsite coordinating of all winter competitions 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 winter competition coordinator to North Harbour Hockey on the following competition days;

- Mondays from 4 May to 24 August, excluding 1 June & 6 & 13 July.
 - Time: 14:30 - 19:30
- Tuesdays from 28 April to 11 August, excluding 7 & 14 July.
 - Time: 15:30 – 20:00
- Wednesdays and Thursdays from 22 April to 20 August, excluding 8, 9, 15 & 16 July.
 - Time: 15:30 – 19:30
- Saturdays & Sundays from 11 April to 22 August, excluding 30 & 31 May
 - Time: 09:00 – 19:00 (Saturday) and 08:00 – 18:30 (Sunday)

KEY RESPONSIBILITIES & SUCCESS INDICATORS

1. Competition Administration & Communication

- Provide administration support in regard to all NHHA competitions as required.
- Administration support in the preparation of any NHHA events.
- Phone management of the coordinator's mobile phone and control room phone.
- Email management of competition inbox.
- Capturing content for social media and website.

2. Competition Coordinating

- Ensure all games start on time and are completed as per draw.
- Updating of scores and competition tables.
- Providing PlayHQ support where required.
- Communicate and coordinate with the umpire's division where required.
- Set up of turfs and field changes.
- Liaise with the Competitions & Communication Manager and umpires when required regarding calling games off due to adverse weather conditions.
- Work with NHHA Duty Manager to manage facility related tasks.
- Provide excellent customer service to NHHA members.
- Attend and, where possible, resolve member queries.

<ul style="list-style-type: none"> - Managing umpire sign in. - Assisting with umpire appointments & tracking.
<p>3. Facility</p> <ul style="list-style-type: none"> - Watering turfs according to conditions. - Turn turf lights on/off. - Set up of turfs and field changes. - Reporting maintenance issues to the duty/venue manager and Competitions Manager.
<p>4. Health and Safety</p> <ul style="list-style-type: none"> - 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.
<p>5. General Duties</p> <ul style="list-style-type: none"> - Any other reasonable tasks the employee may be asked to carry out by NHHA.

KEY RELATIONSHIPS

<p>Internal:</p> <ul style="list-style-type: none"> - Competitions & Communication Manager. - Competitions Administrator. - Head of Hockey. - NHHA Staff where required. 	<p>External:</p> <ul style="list-style-type: none"> - Hockey Clubs, schools, and associated stakeholders/volunteers.
---	--

PROFESSIONAL CAPABILITIES & PERSONAL ATTRIBUTES

<p>Professional Capabilities</p> <p>Expertise and experience in the following:</p> <ul style="list-style-type: none"> • Competent in Microsoft Office and Google Drive (use of spreadsheets). • Strong written and verbal communication. • Computer skills. <p>Organisation Skills</p> <ul style="list-style-type: none"> • Self-motivated and able to work independently. • Highly organised and able to multi-task <p>Communication Skills</p> <ul style="list-style-type: none"> • Communicates well with a range of audiences in a variety of contexts. <p>Decision making</p> <ul style="list-style-type: none"> • Can make logical and well-considered decisions and take responsibility for the outcomes. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Honest, high standards of integrity and personal commitment to excellence • Resilient and diligent. • Passion for sport and people. • Approachable, gets on well with most people. • Strong work ethic. • Adept at balancing various priorities



QUALIFICATIONS

Preferred:

- Relevant Administration or other qualifications/experience.
- First Aid certificate.