



POSITION DESCRIPTION

Job Title: Hibiscus Coast Coordinator (fixed term/part-time)
Organisation: North Harbour Hockey Association Incorporated (NHHA)
Location: 159 Bush Road, Albany, Auckland
Reports To: Competitions & Communication Manager & Competitions Administrator

PURPOSE OF THE ROLE

Onsite coordinating of the HBC competition run at Millwater Turf 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;

- Mondays on a part time position from 4th May to 24th August 2026.
- Excluding the following no play dates: 1st June (Kings Birthday), 6th & 13th July (School Holidays)
- Monday: 3.30 pm – 6.30 pm. Average hours will be 3 hours a week.

KEY RESPONSIBILITIES & SUCCESS INDICATORS

<p>1. Competition Administration</p> <ul style="list-style-type: none"> - Provide administration support in regard to all NHHA competitions.
<p>2. Competition Coordinating</p> <ul style="list-style-type: none"> - Providing Play HQ support to coaches and managers. - Ensure all matches start on time and are completed as per draw. - Liaise with Competitions & Communication Manager when required regarding calling games off due to adverse weather conditions. - Manage umpire sign in to ensure attendance for umpires. - Provide excellent customer service to NHHA members. - Attend and, where possible, resolve member queries. - Support the Year 1/2 competition.
<p>3. Facility</p> <ul style="list-style-type: none"> - Set up of turfs and field changes. - Reporting maintenance issues to Competitions & Communication 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

Internal:

- Competitions & Communication Manager.
- Competitions Administrator.
- NHHA Staff where required.

External:

- Hockey Clubs, schools, and associated stakeholders/volunteers

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