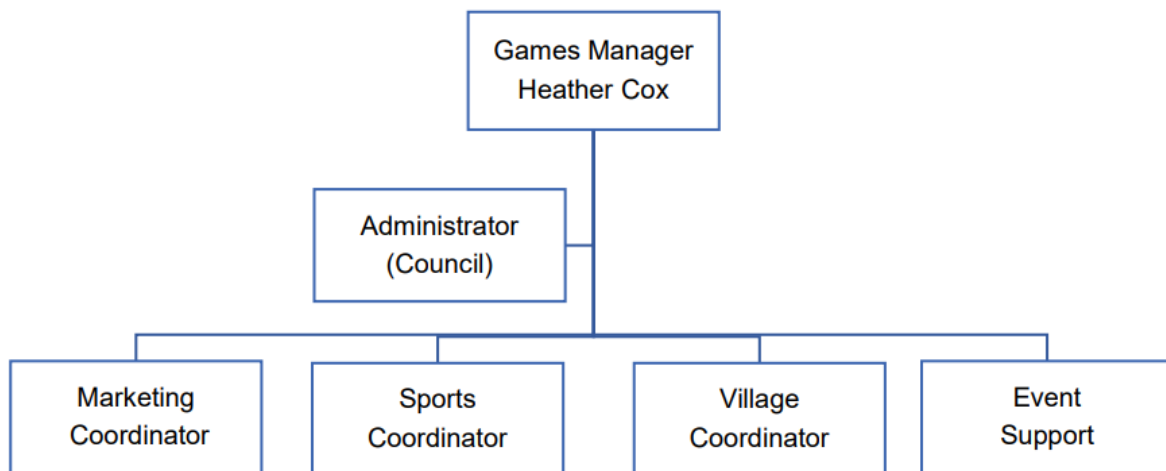




# Sports Coordinator Position Description

<b>Created / Modified:</b>	February 2024
<b>Reports to:</b>	Games Manager
<b>Position Purpose:</b>	Engage, coordinate, advise and support sports clubs and organisers participating in the 2025 New Zealand Masters Games and support achieving the event goals.
<b>Employment Type:</b>	Part-time, fixed term
<b>Period:</b>	June 2024 – February 2025 (1357.5 hours)

### Event Team Structure:



### Functional Relationships:

<b>Internal:</b>	Event team, Sport Whanganui team, Whanganui (NZ) Masters Games Trust
<b>External:</b>	Sports clubs/organisers, participants, venues, suppliers, volunteers

### Key Responsibilities

The Sports Coordinator position is responsible for:

1. Sports programme coordination
2. Sports partner capability
3. Event experience
4. Event business
5. Risk management
6. Health & Safety
7. Other

## Task Summary

<b>KRA 1: Sports Programme Coordination</b>	<b>Success looks like this:</b>
<p>Coordinate a sports programme that resonates with the target audience/s and maximises opportunities for participation.</p> <ul style="list-style-type: none"> <li>- Secure commitment from clubs and organisers to deliver sports fixtures.</li> <li>- Seek out additional sport, rec, and challenge options to enhance the programme and increase participation</li> </ul>	<ul style="list-style-type: none"> <li>- The sports programme supports achieving the event goals.</li> <li>- Agreements are signed, and Sports Partners understand requirements and their responsibilities.</li> <li>- The sports programme is full, practical, dynamic, and achievable.</li> <li>- 2025 NZMG sports programme caters to all Masters sports codes and encourages participation regardless of skill level</li> </ul>
<b>KRA 2: Sports Partner Capability</b>	<b>Success looks like this:</b>
<p>Assist Sports Partners with planning, promoting, and delivering their sporting fixture to meet 2025 NZMG sports event standards.</p> <ul style="list-style-type: none"> <li>- Inspire and promote the benefits of including Masters sports.</li> <li>- Establish, promote, and embed event delivery standards.</li> <li>- Facilitate opportunities for Clubs to develop/upskill sports delivery capabilities.</li> <li>- Assist Sports Partners with sport planning, including venue scheduling, health and safety components, competition draws and results and added value opportunities</li> </ul>	<ul style="list-style-type: none"> <li>- Sports Partners are inducted and regularly updated with key information.</li> <li>- Codes/clubs develop skills that will benefit them outside of 2025 NZMG.</li> <li>- Sports entry and other relevant information is accurate and supplied on time.</li> <li>- Sports venues are well-presented, equipment is excellent quality and officials are trained and professional.</li> </ul>
<b>KRA 3: Event Experience</b>	<b>Success looks like this:</b>
<p>Contribute to the Event Experience Plan to ensure that participants find being part of the 2025 NZMG easy, enjoyable, and memorable. Sports Partner initiatives include:</p> <ul style="list-style-type: none"> <li>- Liaising with the Host &amp; Sustainability Coordinator to match the Sports Partner's volunteer requirements.</li> <li>- Liaising with the Marketing &amp; Promotions Coordinator to match the Sports Partner's medal ceremony and Ambassador requirements.</li> <li>- Presenting sports details and entry requirements</li> <li>- Working with the Games Team to deliver the 2025 NZMG 2023</li> </ul>	<ul style="list-style-type: none"> <li>- Participants have all the information they need to easily enter sports.</li> <li>- Sports competitions run to plan and without issues for participants.</li> <li>- Medal ceremonies are held on time and run smoothly</li> </ul>
<b>KRA 4: Event Business</b>	<b>Success looks like this:</b>
<ul style="list-style-type: none"> <li>- Manage all aspects of business administration relevant to the role and contribute to initiatives that support the Games ongoing development.</li> </ul>	<ul style="list-style-type: none"> <li>- Accurate record-keeping</li> <li>- Monitoring and reporting as required.</li> <li>- Contributing to legacy documentation of the 2025 NZMG</li> </ul>
<b>KRA 5: Risk Management</b>	<b>Success looks like this:</b>

- Compliance with Risk Management.	- Best practice risk management procedures apply to all projects and activities. - Compliance with 2025 NZMG risk management policies and procedures. - Risks associated with roles/policies being developed are accurately identified, evaluated, and reduced.
<b>KRA 6: Health and Safety</b>	<b>Success looks like this:</b>
- Demonstrate commitment to Health & Safety best practices.	- Comply with all safe work procedures, policies, and instructions. - Report all incidents, hazards/risks, and injuries to supervisors promptly. - Actively participate in the ongoing development of safe workplace practices in Sport Whanganui and all 2025 NZMG venues. - Take personal responsibility for your safety without putting others at risk.
<b>KRA 7: Other</b>	
From time to time, other tasks and projects may be requested and should be completed to meet quality standards and deadline requirements.	

### Core Skills / Qualities

<ul style="list-style-type: none"> <li>• Experience in event or project management with a good understanding of a range of sporting codes.</li> <li>• Experience coordinating sports events/ programmes /competitions is an advantage.</li> <li>• Excellent organisation/coordination skills - setting priorities, developing work schedules, monitoring progress towards goals and meeting deadlines.</li> <li>• Able to understand and cope with the complexities of working in an event environment including but not limited to working in extreme weather conditions and for long hours.</li> <li>• Proven capability to negotiate, solve problems, handle conflict and cope with stress.</li> <li>• Superb team player, able to work collaboratively with others, pursue opportunities, resolve issues, and build relationships.</li> <li>• An ability to communicate clearly and effectively with a wide range of people in all situations, including verbally and written.</li> <li>• Honest, high standards of integrity and personal commitment to excellence</li> <li>• Professional manner and excellent time management skills</li> </ul>
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### Hours

Hours of work can be outside ordinary business hours, including weekends, as the event needs dictate. It is likely you will work on Waitangi Day public holiday – in this instance, time and a half of the standard rate of \$35 per hour will be paid. You will also be granted an alternative day's holiday, at the relevant daily pay, for the day chosen.

It is likely that you will be required, particularly from 25 January to 10 February 2025, to work approximately 10 hours per day. Additional hours (over and above the 1357.5 hours) are paid at the standard rate of \$35 per hour and must be preapproved by the Games Manager.

**Proposed Scheduling of Hours**

Month		Days/Wk	Wks	Hrs/Day	Hrs/Wk	Total Hrs/Mth
June	(Start on 4 Jul)	4	4	6	24	96
July	(Inc Aug 1 & 2)	5	5	6	30	150
Aug	(From 5th)	5	4	7.5	37.5	150
Sept	(Till 27)	5	4	7.5	37.5	150
Oct	(Inc 30 Sep & 1 Nov)	5	5	7.5	37.5	187.5
Nov		5	4	7.5	37.5	150
Dec	(Till 27)	5	4	7.5	37.5	150
Jan - first week	(Inc 30&31 Dec & 1 Feb)	5	1	7.5	37.5	37.5
Jan - three middle weeks		5	3	7.5	37.5	112.5
Jan - last week		6	1	9	54	54
Feb - games		9	1	10	90	90
Feb - post games		2	3	5	10	30
						1357.5
						\$35
						\$47,512.50

**Remuneration & Benefits**

\$35 per hour. \$47,512.50 for 1357.5 hours

Uniform. Phone allowance \$15 p/fortnight

Food while working at the live event – Friday 31 January to Sunday 9 February 2025.

**Variation**

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

**Acceptance of Position Description**

I have read the position description and agree that it represents the duties I will perform for the position.

Employee: \_\_\_\_\_ Dated: \_\_\_\_\_

Manager: \_\_\_\_\_ Dated: \_\_\_\_\_