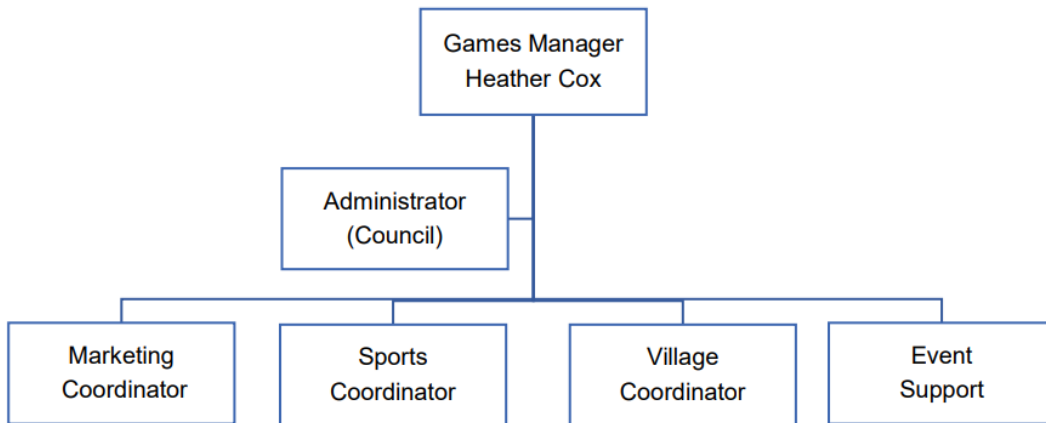




Village Coordinator Position Description

Created / Modified:	February 2024
Reports to:	Games Manager
This purpose of this position is to:	Coordinate and implement the volunteer programme and Games Village activities to enrich the delivery of the 2025 New Zealand Masters Games and support achieving the event goals.
Employment Type:	Part-time, fixed term
Period:	August 2024 – February 2025 (1043 hours)

Event Team Structure:



Functional Relationships:

Internal:	Event team, Sport Whanganui team, Whanganui (NZ) Masters Games Trust
External:	Volunteers, sponsors, venues, vendors, suppliers, entertainers, stakeholders

Key Responsibilities

The Village Coordinator position is responsible for:

1. Volunteer programme
2. Games Village activities
3. Event experience
4. Event business
5. Risk management
6. Health & Safety
7. Other

Task Summary

KRA 1: Volunteer Programme	Success looks like this:
<p>Develop and manage an effective volunteer programme that supports the delivery of the 2025 NZMG.</p> <ul style="list-style-type: none"> - Recruitment, vetting, training, orientation, and placement - Briefings and oversight - Volunteer resourcing and cost management - Well-being, safety, and rewards 	<ul style="list-style-type: none"> - 2025 NZMG operations are fully supported by trained volunteers. - Volunteers understand expectations and are set up for success. - Volunteers enjoy their experience and feel appreciated. - An effective volunteer management system is in place. - The sponsor is appropriately recognised and satisfied with the programme.
KRA 2: Games Village Activities	Success looks like this:
<p>Develop, coordinate, and manage the daily activity programme at the Games Village to ensure smooth operations and a vibrant atmosphere. The activity programme encompasses:</p> <ul style="list-style-type: none"> - Waste minimisation initiatives - Food and trade vendors - Daytime attractions - Evening entertainment 	<ul style="list-style-type: none"> - Wherever possible, waste associated with delivering the 2025 NZMG is reduced /diverted. - Food and trade vendors are available to meet visitor demand. - Day or night, visitors to the Village are impressed by things to watch and do. - A schedule for the activity programme keeps volunteers and staff informed.
KRA 3: Event Experience	Success looks like this:
<p>Contribute to the Event Experience Plan to make being part of the 2025 NZMG easy, enjoyable, and memorable. Volunteer and Village Activities initiatives include:</p> <ul style="list-style-type: none"> - Resourcing the Games Village with volunteer support. - Supporting the Games Manager with Village logistics and compliance. - Working with Games Team colleagues to successfully deliver the 2025 NZMG. 	<ul style="list-style-type: none"> - Volunteer interactions are welcoming, positive, and helpful. - Changes or capacity issues are managed quickly and effectively. - Smooth transitions between vendors, activities and entertainment occurs without impacting visitors. - Staff and volunteers are available to support scheduled activities and expected visitor numbers.
KRA 4: Event Business	Success looks like this:
<ul style="list-style-type: none"> - Manage all aspects of business administration relevant to the role and contribute to initiatives that support the Games ongoing development 	<ul style="list-style-type: none"> - Accurate record-keeping - Monitoring and reporting as required. - Contributing to NZMG operations manual.
KRA 5: Risk Management	Success looks like this:
<ul style="list-style-type: none"> - Compliance with Risk Management 	<ul style="list-style-type: none"> - Best practice risk management procedures apply to all projects and activities. - Compliance with NZMG risk management policies and procedures - Risks associated with roles/policies being developed are accurately identified, evaluated, and reduced
KRA 6: Health and Safety	Success looks like this:
<ul style="list-style-type: none"> - Demonstrate commitment to Health & Safety best practices 	<ul style="list-style-type: none"> - Comply with all safe work procedures, policies, and instructions.

	<ul style="list-style-type: none"> - 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.
KRA 7: Other	
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"> • Experience coordinating/working with volunteers. • Excellent organisation/coordination skills - setting priorities, developing work schedules, monitoring progress towards goals and meeting deadlines. • Experience coordinating/working with various types of contractors e.g., entertainers, vendors. • 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. • Proven capability to negotiate, solve problems, handle conflict and cope with stress. • Superb team player, able to work collaboratively with others, pursue opportunities, resolve issues, and build relationships. • An ability to communicate clearly and effectively with a wide range of people in all situations, including verbally and written. • Honest, high standards of integrity and personal commitment to excellence • Professional manner and excellent time management skills

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 1043 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
Aug	(From 5th)	4	4	7	28	112
Sept	(Till 27)	4	4	7	28	112
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	8	40	120
Jan - last week		6	1	9	54	54
Feb - games		9	1	10	90	90
Feb - post games		2	3	5	10	30
						1043
						\$35
						\$36,505

Remuneration & Benefits

\$35 per hour. \$36,505 hours for 1043 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: _____