

Position Description



Employer:	Waikato Institute for Leisure and Sport Studies Trust Board
Trading as:	Waikato Institute for Leadership & Sport Studies (WILSS)
Position:	Sport & Volunteer Programmes Coordinator
Responsible To:	General Manager
Full Time/Part Time:	Full Time
Hours of Work:	40 hours between 8:30am and 5:00pm Monday to Friday. The requirements of this position are such that some flexibility is essential and work outside these hours may be required.
Conditions of Employment:	The terms and conditions of employment will be set out the Individual Employment Agreement.

Position Purpose:

- To support an increase in the number of people participating in active recreation and sport in the greater Waikato.
- Support volunteers to develop skills that will enable them to participate effectively in active recreation and sport through leadership training and volunteer development.
- Increase the availability and accessibility of active recreation and sport opportunities where people can engage in volunteering.
- Communicate effectively with stakeholders to facilitate people becoming volunteer leaders across the Greater Waikato Region.

Person Specifications:

This role requires a vibrant and energetic person who has great interpersonal skills and a willingness to work with schools, community groups, sports clubs, and key stakeholders.

They would need to have knowledge of how sport operates within a school system and how communities link to schools for the delivery of active recreation and sport.

They will need to be able to take the initiative when it comes to developing new programmes, events, and opportunities for volunteers. They will need to be creative and flexible in their thinking, and their delivery, to meet the needs of the participants.

They will need a passion for active recreation and sport development. They will also need an understanding of the sport, schools, volunteer, and education sectors. A teaching or sport related qualification or experience is desirable.

Major Actions	Performance Indicators
Stakeholder Engagement	<ul style="list-style-type: none"> • Develop and maintain relationships with stakeholders. • Promote services and products to current and new stakeholders. • <u>Teachers and Sport Directors</u> - Visit Waikato secondary schools to inform key people (principals, PE staff, Gateway coordinators and other staff) about the volunteer programmes and opportunities for students. • <u>Community House Managers</u> - Link volunteer leaders with community based active recreation and sport opportunities. • <u>Student Volunteers</u> - Present to potential student leaders at assemblies or in classes to promote and recruit volunteer leaders. • <u>Adult Volunteers</u> - Provide and promote opportunities for volunteer leaders to undertake volunteer work within schools and the wider community. • <u>Sport Club Managers</u> - Visit Waikato sport clubs to inform key people about the volunteer programmes and opportunities.
Programme and event development	<ul style="list-style-type: none"> • Evaluate all programmes and events on a regular basis. • Liaise and consult with industry stakeholders when evaluating programmes and events. • Develop new programmes and events where a need is identified.
Event Management	<ul style="list-style-type: none"> • Plan, implement, deliver, and evaluate leadership events that will enhance the skills of young people involved in active recreation, sport, and leadership activities within schools and the wider community. • Provide appropriate motivation and support for volunteer leaders • Events to complete include: <ul style="list-style-type: none"> ▪ The Amazing Race. ▪ Youth Leading Sport ▪ Adult Amazing Race ▪ PALs Cluster Events ▪ Y-Lead Events ▪ Traffic Reward Day.

<p>Programme delivery</p>	<ul style="list-style-type: none"> • Make arrangements for workshop delivery. • Prepare lesson plans. • Facilitate training to meet the individual needs of volunteer leaders. • Carry out self-assessment of programme delivery to ensure continuous improvement. • Provide appropriate ongoing motivation and support for volunteer leaders. • Programmes to be completed include: <ul style="list-style-type: none"> ▪ Smart Coach ▪ Teaching Games for Understanding (TGFU) ▪ Physical Activity Leaders (PALs) ▪ Youth Volunteer workshops ▪ Connecting sport volunteers ▪ Building club capability
<p>Operational management</p>	<ul style="list-style-type: none"> • Write reports and stories for funding accountability, quarterly board reports, the WILSS annual report, the alumni newsletter, and social media. • Provide volunteer leaders with recognition for their work e.g., references and certificates. • Maintain database of volunteer leaders. • Record participant data. • Provide support for other leadership development programmes being delivered by WILSS.

Waikato Institute for Leadership & Sport Studies (WILSS)

Vision

Active Communities empowered by capable leaders and volunteers

Purpose

Building the capability of community leaders and volunteers.

Our Structure

