

**POSITION:** Coach Development Coordinator  
**POSITION TYPE:** Permanent part-time (10 hours per week)  
**REPORTS TO:** Head of Participation and Coaching  
**LOCATION:** Auckland  
**DATE ESTABLISHED:** October 2022



**COACH  
DEVELOPMENT**

## TENNIS NEW ZEALAND VISION

Tennis – Accessible and Thriving

## POSITION PURPOSE

The Coach Development Coordinator is responsible for supporting the delivery of coach education courses which suit the needs of our clubs, volunteers and coaches.

## KEY RELATIONSHIPS

- Tennis NZ staff
- Association, Region, Affiliate staff
- Tennis Club administrators
- Coaches and Coach Developers
- Tennis Australia staff
- Regional Sports Trusts
- Adaptive organisations e.g., Blind Low Vision NZ, Parafed
- Equipment providers

## MAIN RESPONSIBILITIES

### Coach Development

- Nationwide coaching course and workshop coordination
  - Promotion of courses and workshops to tennis and public networks
  - Processing course registrations
  - Communicating with course and workshop participants
  - Ordering resources such as textbooks and equipment
  - Booking venues
  - Other before, during, and post event tasks
- Responding to email and phone enquiries regarding coaching courses and coach development
- Calendar coordination – working with the Coach Development Manager to plan courses and dates
- Assisting with coordination of annual coaches' conference and extension workshops – including inclusion workshops relating to adaptive forms of tennis (e.g., low vision or wheelchair tennis)
- Coordinating relevant newsletter, website, social media content for publication
- Maintaining the coach development section of Tennis NZ website as required
- Processing invoices and expenses relating to coach development
- Processing police vetting applications (until a new system is in place)
- Keeping coach records on the Tennis NZ database up to date

### Additional duties

- Provide any other additional support to the Participation and Coaching departments when required

## PERSONAL SPECIFICATIONS

## KNOWLEDGE AND EXPERIENCE

- Knowledge of how sports clubs operate
- Knowledge of professional development for coaches, or from another industry or field
- Experience in administrative support (this could be professional or personal if you lead an organised life)
- Competence using the Microsoft office suite programmes (Outlook, Word, Excel, PowerPoint)
- If you need it, training will be provided for things like Xero, Silverstripe website CMS, Microsoft Dynamics CRM

## PERSONAL ATTRIBUTES

- Have a keen interest in all aspects of tennis and/or sport
- Be friendly and approachable
- Be able to communicate with a wide range of people both verbally and in writing
- Be a team player committed to a 'win-win' way of working with people
- Have a high attention to detail
- Organised and can manage a number of projects at one time
- Have high standards and take pride in the work you produce
- Eager to take ownership and be held responsible
- A natural tendency to support others

## QUALIFICATIONS

### ESSENTIAL:

- Full Driver License
- Must be legally entitled to work in New Zealand

## DIRECT REPORTS

- None