



## Shuttle Time Coordinator

Badminton Hawke's Bay is one of 24 Associations affiliated to Badminton New Zealand and a member of Badminton Central Region. We are committed to the development of badminton within the Hawke's Bay region, with a primary focus on junior programmes to grow a love of the game in our participants.

The Shuttle Time Coordinator is responsible for the organisation and delivery of the award-winning Badminton World Federation's Shuttle Time programme to juniors both in and out of school. This part-time role will include working closely with schools and venues around the region, the Badminton Hawke's Bay Committee, and staff at Badminton Manawatu.

We are seeking a driven individual who can organise their own workload and maintain clear communication to all stakeholders. Ideally, this person will have a good knowledge of delivering fun interactive coaching sessions. This role requires a flexible working pattern as workload will vary throughout the year.

All applicants must currently be legally allowed to work in New Zealand.

For queries and to apply, please send your cover letter and CV to:

Organisation: Badminton Hawke's Bay  
Email: [sandra@manawatubadminton.org.nz](mailto:sandra@manawatubadminton.org.nz)  
Subject Line: Shuttle Time Coordinator

### **Applications close 31 May 2024**

Only applicants who are required to interview will be contacted.



## **JOB SPECIFICATION**

### **A. POSITION DESCRIPTION**

Position:	Shuttle Time Coordinator
Location:	Napier, Hastings, and the wider Hawke's Bay region
Duration:	25 hours per week, 2-year fixed term
Remuneration:	\$39,000 salaried, per annum
Responsible to:	Committee of Badminton Hawke's Bay (BHB) Badminton Manawatu (BM) Staff (until Dec 2024)
Responsible for:	Shuttle Time coaching volunteers

### **B. POSITION OVERVIEW**

The Shuttle Time Coordinator role is primarily focused on the growth of junior participation of badminton in our region. This role will target the delivery of the award-winning Badminton World Federation's Shuttle Time programme through coaching in a range of primary and intermediate schools. Shuttle Time training will be provided if necessary. There will be a focus on attracting and retaining new players on a fun pathway towards club and development programmes.

Badminton Hawke's Bay are seeking a dynamic, talented, and self-motivated person to deliver the Shuttle Time programme in schools as well as establish school competitions at external venues. You will use initiative to identify and develop opportunities for growth while ensuring excellent communication with all stakeholders.

### **C. SKILLS & EXPERIENCE REQUIREMENTS**

#### **1. Essential**

- A full and clean NZ driving licence, including access to a reliable vehicle.
- Ability to work under your own initiative and to reporting deadlines.
- Highly organised and able to execute both badminton coaching and administrative responsibilities.
- Experience using the Microsoft Office suite of programmes.
- Competent user of social media.
- Desire to operate a flexible working pattern.



## **2. Desirable**

- Familiar with the Shuttle Time programme and/or badminton in New Zealand.
- Badminton event delivery experience.
- Experience in the use of Tournament Software.

## **D. KEY COMPETENCIES**

### **1. Shuttle Time Delivery**

- Implement and deliver revenue generating Shuttle Time programmes:
  - In-school coaching (primary & intermediate)
  - After-school coaching (skills classes & school clubs)
  - School holiday programmes
  - School competitions (term-based)
  - Club and community groups
  - Shuttle Time Training workshops
- Build working relationships with relevant stakeholders through effective and consistent communication.
- Administrate the Shuttle Time programme through management of registrations, participant data, and record keeping of your delivery.

### **2. Shuttle Time Classes & Competitions**

- Organise and deliver after-school Shuttle Time skills classes.
- Organise and deliver primary and intermediate school competitions.
- Organise and administrate the secondary school competition.

### **3. General**

- Able to work as needed to meet the requirements of the role. This primarily includes during school hours, after-school & evening delivery. Exact working hours per week will fluctuate from term to term.
- Create and review a budget for the Shuttle Time programme.
- Regular reporting to BHB Committee and BM staff.

### **4. Negotiable Additions**

- There is scope for the delivery of additional events delivery beyond the Shuttle Time programme for the ideal candidate. Additional remuneration would be provided.
- Additional coaching in the junior rep programme may also be available for a suitable candidate. Additional remuneration would be provided.