

Position Description

ShuttleTime Officer



Objectives

The ShuttleTime Officer will be expected to:

- Deliver badminton ShuttleTime sessions across the Hutt Valley region with an emphasis on junior development within Schools as well as other venues.
- Work closely with Hutt Valley Badminton Association's (aka Badminton Hutt Valley) Operations Manager, BHV employees and volunteers, schools, the BHV affiliated Clubs and other bodies involved in development of the sport.

Organisational Relationships

The ShuttleTime Officer will:

- Report to the Operations Manager, on a regular specified timetable.
- Work with the Development Officer and other BHV employees to develop the sport of badminton within the Hutt Valley.
- Work closely with the Development Officer for scheduling and training opportunities.

Responsibilities and Duties

The duties are divided into the following main activity areas:

- ShuttleTime
 - Deliver the ShuttleTime programme to schools during school hours.
 - Deliver the ShuttleTime programme to other groups during lunchtimes and after/before school hours.
 - Deliver School Holiday programmes based around the ShuttleTime programme.
 - Collect ShuttleTime data and assist with regular reporting requirements to the Association.
 - Identify teachers, community and secondary school leaders to support school badminton programmes.
- Mid-Week Daytime Badminton
 - Assist with Mid-week badminton, Bad-Fit and Pickleball session for senior players.
- Special Events
 - The ShuttleTime Officer may be involved (as directed by the Operations Manager) in the organisation, promotion and co-ordination of Special Events.
- Other Tasks
 - The ShuttleTime Officer may be assigned other tasks by the Operations Manager to assist with the development and support of the sport.

Note: The Operations Manager may re-prioritise activity areas from time to time.

Key Selection Criteria

The applicant must be able to clearly demonstrate:

- A sound understanding of sport and its promotion.
- Demonstrate time management capability, effectively managing their time to meet the timelines and requirements of this role
- Strong written and verbal communication skills across a diverse range of customers and colleagues, particularly the ability to communicate clearly and concisely in plain English.
- Due to the nature of this role, you will be required to maintain a high level of personal fitness to be able to safely meet the physical demands of the role.
- Proven and credible experience in the transfer of coaching and organisational skills.

- Effective relationship building skills, working collaboratively with all other roles within the organisation.
- Obtaining and maintaining a clear drug test results and organisational Police security clearance.
- Must adhere to organisational policy and processes as well as those of any school premises visited in the line of work.
- Must have and maintain a current driver's license and roadworthy vehicle for use.

Qualifications

The applicant should hold, or be prepared to attain, qualifications to run ShuttleTime sessions.