

SWIMMING WAIKATO VACANCY

EVENTS & ADMINISTRATION SUPPORT ROLE

JOIN US

We are actively seeking an administrative wizard who can bring their exceptional organizational skills and attention to detail to our team at Swimming Waikato.

As a crucial key of our organization, you will play an integral role in bolstering the growth and success of our swimming and water safety programs.

Join our team and help us make a splash!

ABOUT SWIMMING WAIKATO

At Swimming Waikato, we work alongside our member clubs to deliver quality programmes, events and development opportunities. We are also proud to support grassroots and performance swimming in both the Waikato & Counties Manukau regions as well as operating one of the largest school water safety education programs in New Zealand.

ABOUT THE ROLE

This role will offer responsibility and variety and see you challenged in the best way possible. Reporting to the General Manager you will be responsible for supporting the operations of Swimming Waikato. This includes coordination of activities, initiatives, water safety, swimming events as well as our awards evening.

Position – Events & Administration Support
Hours – 20 hours a week (within school hours)
Remuneration – \$26 an hour
Based – Hamilton
Laptop & Phone Plan

TASKS & RESPONSABILITIES

- Event planning, design and managing all project delivery elements within time limits.
- Supporting the administration of our Swim Safe (Water Safety) program.
- Consulting on a regular basis with all stakeholders to identify their needs.
- Propose ideas to improve provided services and event quality.
- Organize facilities and manage award evening
- Ensure compliance with insurance, legal, health and safety obligations.
- Maintain website and promote events, awards evening, and initiatives.
- Conduct pre- and post – event evaluations and report on outcomes.
- Research market, identify event opportunities and generate interest.

SKILLS REQUIRED FOR THIS ROLE

- Previous experience in a coordinator role.
- Strong organizational skills.
- Outstanding attention to detail and ability to manage your time and take ownership.
- Ability to communicate effectively across all levels of the organization.
- A bit of a go-getter – energy, drive, enthusiasm.
- Collaborative worker with a talent for negotiating and facilitating.
- Great computer and marketing skills.
- Swimming sector background preferred but not essential.

For more information or a chat about the role, please contact angeline@swimmingwaikato.co.nz

www.swimmingwaikato.co.nz

