

POSITION DESCRIPTION – CENTRE MANAGER

PROPOSED ROLES AND RESPONSIBILITIES

This is a draft document and Hutt Valley GymSports reserves the right to alter this position description on negotiation with the successful applicant.

Reporting to:

Chairperson, Hutt Valley GymSports Management Committee.

Key Objectives:

Management and development of all Hutt Valley GymSports (HVGS) programmes and business functions to meet the strategic objectives and values of the club.

To provide timely and effective communication to the HVGS Management Committee including monthly reporting on areas of responsibility to the HVGS Management Committee.

Direct Reports: 3

Indirect Reports: 20

Key Result Area	Key Responsibilities
Financial	<ul style="list-style-type: none">• Provide input to the preparation of the HVGS annual budget• Financial management including;<ul style="list-style-type: none">○ Budget Monitoring within financial delegations○ Cash flow management○ Debtors○ Creditors○ GST○ Payroll/PAYE○ Invoicing○ Grant Applications
Human Resources	<ul style="list-style-type: none">• Management of direct reports• Recruitment, vetting and overview of all staff including;<ul style="list-style-type: none">○ Staff goal setting and performance reviews○ Job descriptions○ Retention of staff○ Training/Education of staff

	<ul style="list-style-type: none"> ○ Allocating coaching hours for all programmes Holiday training gymcamp, birthdays ○ Replacement coaches/staff (Sick etc) ○ Presentation/Conduct ○ Recruitment and training of volunteers ○ Parent Level Managers ○ Competition Secretary
Programmes	<ul style="list-style-type: none"> ● Operation of current programmes ● Development of new programmes
Events and Functions	<ul style="list-style-type: none"> ● Management of club events and functions <ul style="list-style-type: none"> ○ All HVGS Competitions ○ Interschool Festivals ○ Clinics ○ Prizegiving ○ Gym Camp
Marketing , Branding and Promotions	<ul style="list-style-type: none"> ● Advertising ● Filling Classes ● New Programmes and Initiatives
Administration	<ul style="list-style-type: none"> ● Maintenance and development of operating policies and procedures eg. <ul style="list-style-type: none"> ○ Affiliations ○ Roll books (All programmes) ○ Database (All members)
Maintenance	<ul style="list-style-type: none"> ● Maintenance of equipment ● Overall maintenance of building and fixtures ● Office equipment
Health and Safety	<ul style="list-style-type: none"> ● Overall responsibility for Health and Safety of the workplace
Communications	<ul style="list-style-type: none"> ● Responsible for general communications internally and externally
Other	Other duties and projects as agreed with the HVGS Management Committee

Skills, Knowledge & Expertise

- Well-developed verbal and written communication skills.
- Positive and enthusiastic
- Well developed organisational skills
- Experienced in dealing with the public
- Management and leadership experience
- Eligible to work in New Zealand
- Computer literate
- Good knowledge of financial administration

Key Relationships:

The following are key relationships required to fulfil the responsibilities of the position.

- HVGS Management Committee
- HVGS Coaching Manager
- HVGS Coaching and Administration Staff
- HVGS Volunteers
- HVGS Members
- GymSports New Zealand (GSNZ)
- GymSports Officers
- GSNZ member clubs
- Hutt City Council
- HVGS
- Schools
- Hutt Valley Sporting clubs/bodies
- Sport Wellington Region
- Kix Trust
- Funding bodies
- Suppliers

Accepted by:	
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