

Performance Development Coordinator and Resident Coach



Devoys Squash & Fitness Centre

Position Description

Job Title:

Performance Development Coordinator and Resident Coach

Location:

Devoys Squash & Fitness Centre
Tauranga, Bay of Plenty, New Zealand

Reports to:

Operations Manager

Hours of Work:

Casual – Average of 20hrs per week

Job Summary:

We are seeking a motivated individual to join New Zealand's premier squash club as a Performance Development Coordinator. Our club is renowned for its dedication to excellence and superior facilities. The successful candidate will play a key role in directing our club's development initiatives, helping us deliver a best-in-class suite of coaching programmes, increasing our membership, and maintaining our club's reputation for squash excellence. This position provides a chance to contribute significantly to The Club's future development and to improve the squash experience for all our members.

Personal coaching is available outside of this position description and this role provides the opportunity to perform this as the lead resident coach, endorsed by the club.

Who We're Looking For:

Relevant Qualifications:

- Squash New Zealand recognised qualifications (or equivalent).
- Certificate, Diploma, or Degree in Sports & Recreation field desirable.
- Current First aid certificate
- Current police check
- Child protection training

Relevant Experience:

- Previous coaching experience at all levels with a strong understanding of sports administration.
- Experience developing and delivering successful squash programmes and events.



Other Skills:

- Excellent oral and written communication skills.
- Proficiency in Microsoft Office and web/PC-based communication tools.
- Strong personal organization and the ability to manage multiple tasks efficiently.

Key Attributes:

- A genuine passion for sports and delivering outstanding service to members.
- A desire to ensure the success of squash in the Bay of Plenty.
- Energetic and positive personality, capable of being a visible leader in The Club.
- Flexibility in working hours, accommodating club events, seasonal demands, and varying workloads.
- Demonstrated leadership ability to inspire performance and development in others.
- Sound judgment for referring matters/issues to the Operations Manager or Committee.
- High level of honesty, integrity, and technological proficiency.
- Eligible to work in New Zealand.

Key Responsibilities:

- Develop, implement, and coordinate coaching programs targeted at performance improvement across all ability levels and ages, specifically during off-peak periods, ensuring The Club's development offering remains up to date with current industry standards and trends.
- Develop, promote and participate in high-quality on-court coaching as part of a targeted junior programme, helping to grow the next generation of squash players.
- Coordinate and promote The Club's key offerings, including coaching, tournaments, and social events, to drive membership growth and enhance The Club's value to members.
- Liaise with regional and national squash bodies, ensuring access to the latest coaching materials and resources and adherence to all relevant policies and procedures.
- Work closely with the Operations Manager to provide administrative support, focusing on the performance development of The Club.



- Engage with club members to foster a vibrant community atmosphere and ensure their needs and interests are being met.
- Collaborate with portfolio leaders on event management, team formations, and financial matters related to club offerings.
- Secure and manage relationships with trusts, charitable, and commercial funding partners to facilitate financial support for The Club's activities.
- Ensure compliance with the Workplace Health and Safety Act.
- Monitor and report on key event and programme participation numbers as well as the satisfaction levels of involved members.
- Undertake daily inspections of The Club's courts and facilities to ensure all necessary maintenance has been performed and they are fit for use.
- Maintain and manage The Club's Pro Shop during hours of operation agreed upon by management and The Club.

What Success Looks Like:

- A measurable increase in club membership.
- Enhanced quality and variety of coaching programs, reflecting in improved member performance, satisfaction and retention.
- Successful coordination and execution of club events, including tournaments and social nights, contributing to a lively and engaged club community.
- Positive feedback from members, indicating a high level of satisfaction with The Club's offerings and the accessibility of coaching support.
- Effective collaboration with the Operations Manager, portfolio leaders, and external partners, demonstrating strong interpersonal and administrative skills.
- Recognition of The Club's status as a leading centre for squash excellence, both regionally and nationally.

Application Process:

Interested candidates should submit a resume and a cover letter outlining their suitability for the role, highlighting relevant experience and achievements. Applications are to be sent to office@devoysquashandfitness.co.nz

Closing Date: 3 May 2024

Join us in shaping the future of squash at our club and be part of a team dedicated to excellence, community, and the love of the game.





Visit Us Cnr 13th Avenue & Devonport Road, Tauranga
Post Us PO Box 614, Tauranga
Email office@devoysquashandfitness.co.nz
Office Hours 11am–7pm Monday-Friday
Club Phone 07-578-3686



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Find out more about our Club at
www.devoysquashandfitness.co.nz