JOB DESCRIPTION AND DUTIES

Squash Midlands - Squash Junior Development Officer

**POSITION:** Squash Junior Development Officer

**REPORTING TO:** Squash Midlands General Manager

**RESPONSIBLE**: Squash Midlands Board

**LOCATION:** South Canterbury

**DATE:** February 2018 – September 2018

*(fixed contract, start date negotiable)*

**HOURS:** Approximately 16 hours per week

**BACKGROUND**Squash Midlands is one of eleven affiliated districts to Squash New Zealand with sixteen affiliated squash clubs within its’ district. The role of the development officer will be to provide assistance to our affiliated clubs and create increased links with schools and the club. There may be more than one junior development officer employed by the district and that junior development officers will be employed to cover a certain area within the district.

A crucial aspect of this role will be the liaison between schools and the Squash Midlands member clubs. The junior development officer will organise and ensure delivery of squash fundamental skills, activities and opportunities within the school space and help clubs to develop junior programmes in their club environment e.g. have-a-go days, junior tournaments, holiday programmes etc.

The aim of the KiwiSquash programme is to increase the squash opportunities offered to primary school aged children, foster the development and growth of squash among primary school aged children and to enhance links across the Squash Midlands community

**PRIMARY PURPOSE:**

* Increase exposure of squash to primary school aged children.
* Strengthen school-club links in the Squash Midlands community.
* Assist children to develop skills that will enable them to choose, enjoy and participate effectively in squash.
* Increase the availability and accessibility of squash opportunities for our young people.
* **FUNCTIONAL RELATIONSHIPS:**
* Squash Midlands Board
* Squash Midlands affiliated clubs and school community with principals and staff.
* Squash Midlands affiliated clubs
* Sport Canterbury Community Sport Advisors

**KEY TASKS:**

* Liaise with school and member club personnel.
* Increase opportunities for children to participate alongside their peers across schools through:
	+ - Planning and coordination/delivery of school squash days
		- Planning and coordination of squash at lunchtimes
* Coordinate and support member clubs planning for “fun squash activities” i.e. have-a-go-days, junior tournaments, holiday programmes, junior leagues etc.
* Coordinate student squash leadership to support the KiwiSquash programme.
* Plan, budget and report for squash delivery across the South Canterbury area/district.
* Coordination of resources across schools and clubs.
* Seamless transfer of children from school squash to club squash membership..

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| **KEY AREAS OF ACCOUNTABILITY** |
| **Programme Coordination and Delivery** | * Link with Squash Midlands affiliated clubs to coordinate the development and delivery of a school/club links and coaching programmes.
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| **Programme Management**  | * Termly reporting of outcomes of the KiwiSport programme to Squash Midlands Management Committee.
* Manage programme review processes.
* Follow financial processes and work within established KiwiSport budget.
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| **Relationship Management** | * Maintain positive working relationships with affiliated club/s and their school communities.
* Maintain positive working relationship with Sport Canterbury.
* Uphold the values and purpose of Squash as a sport within the wider community.
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