



Programmes Coordinator – Otahuhu

Otahuhu Pool and Leisure Centre is seeking a full time Programmes Coordinator to join our friendly and fun team.

The Role:

The position involves managing multiple departments and promoting and running youth programmes and events within the facility. The role has a high element of proactive marketing of the programmes within the community and therefore requires someone professional yet with the right attitude to motivate and engage with the youth.

Key Responsibilities & Skills:

- You will be organising stadium programs (Sports)
- Managing Stadium Bookings (Birthday parties and events)
- After school care and Holiday Programs
- Youth Programs
- You need to have great time management and organisational skills.
- Previous experience working with children/youth is essential, and a clean full driver's licence is required.

Hours:

The hours are 40 hours a week and you must be available Friday nights and weekends.

- Flexibility with hours and shift work
- Availability to work evenings and nights

The role suits someone who is enthusiastic, motivated, and creative and enjoys a challenge. You need to be friendly, approachable and have a passion for the local community and its members. You must be well organised and able to work unsupervised.

Ideally you will have a first aid certificate and you must agree to a police check.

Benefits:

A competitive hourly rate, career opportunities, training and development are offered as well as free use of the facility for the right candidate.

If this sounds like you, please send you CV and covering letter to Sophia at

Sophia.furness@clmz.co.nz

Applications close Friday 3rd June 2022